

ASHEVILLE-BUNCOMBE  
TECHNICAL COLLEGE  
1980-1981





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An Equal Opportunity Educational Institution

# **ASHEVILLE-BUNCOMBE TECHNICAL COLLEGE**

340 Victoria Road

Asheville, N.C.

Recognized and Approved by  
North Carolina State Board of Education  
North Carolina Department of Community Colleges  
Division of Vocational Rehabilitation  
and for Veterans Participation

Member of  
American Association of Community and Junior Colleges  
North Carolina Department of Community Colleges  
Student Services Personnel Association  
N.C.A.C.C. Instructional Administrators  
Association of Community College Business Officials  
American Library Association  
Learning Resources Association

Accredited By  
North Carolina Board of Nursing  
National Accrediting Agency for Clinical Laboratory Sciences  
American Medical Association  
American Dental Association  
**Southern Association of Colleges and Schools**

## **Catalog of Courses Day and Evening School**

Volume 18  
1980-1981



# 1980

## SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## OCTOBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

## DECEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

# 1981

## JANUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## FEBRUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

## MARCH

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## APRIL

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## MAY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## JUNE

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## JULY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## AUGUST

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |



# INSTITUTE CALENDAR 1980-81

## FALL QUARTER

|   |                     |
|---|---------------------|
| Registration .....                          | September 2         |
| Freshman orientation & classes begin .....  | September 3         |
| Last day for registration .....             | September 9         |
| Last class drop day .....                   | September 16        |
| Last day of examination .....               | November 18         |
| Total class days .....                      | 55                  |
| Early registration for Winter Quarter ..... | November 12, 13, 14 |
| *Optional days .....                        | November 19, 20, 21 |

## WINTER QUARTER

|   |                     |
|---|---------------------|
| Registration .....                          | November 24         |
| Classes begin .....                         | November 25         |
| Last day for registration .....             | December 3          |
| Last class drop day .....                   | December 11         |
| Last day of examinations .....              | February 25         |
| Total class days .....                      | 55                  |
| Early registration for Spring Quarter ..... | February 19, 20     |
| *Optional days .....                        | February 26, 27     |
| ** .....                                    | March 2, 3, 4, 5, 6 |

### HOLIDAYS

|                    |                 |
|--------------------|-----------------|
| Thanksgiving ..... | November 27, 28 |
| Christmas .....    | December 22-31  |
| New Year's .....   | January 1, 2    |

## SPRING QUARTER

|   |              |
|---|--------------|
| Registration .....                          | March 9      |
| Classes begin .....                         | March 10     |
| Last day for registration .....             | March 16     |
| Last class drop day .....                   | March 23     |
| Last day of examinations .....              | May 27       |
| Total class days .....                      | 55           |
| Early registration for Summer Quarter ..... | May 21, 22   |
| *Optional days .....                        | May 28, 29   |
| .....                                       | June 1, 2, 3 |

### HOLIDAYS

|                     |          |
|---------------------|----------|
| Good Friday .....   | April 17 |
| Easter Monday ..... | April 20 |

## SUMMER QUARTER

|   |                       |
|---|-----------------------|
| Registration .....                        | June 4                |
| Classes begin .....                       | June 5                |
| Last day for registration .....           | June 11               |
| Last class drop day .....                 | June 18               |
| Last day of examinations .....            | August 21             |
| Total class days .....                    | 55                    |
| Early registration for Fall Quarter ..... | August 20, 21         |
| .....                                     | September 2, 3, 4     |
| Graduation .....                          | August 28             |
| *Optional days .....                      | August 24, 25, 26, 27 |
| .....                                     | September 1, 2, 3, 4  |

### HOLIDAYS

|                        |             |
|------------------------|-------------|
| Independence Day ..... | July 3      |
| Labor Day .....        | September 7 |

\*Teaching faculty may elect any 13 optional days as vacation. Remaining optional days are faculty work days.

\*\*Up to four days lost because of inclement weather may be made up at this time.



# EVENING SCHOOL CALENDAR 1980-81

## FALL QUARTER

|                                   |                            |
|-----------------------------------|----------------------------|
| Registration .....                | September 2                |
| Fees may be Paid .....            | August 27, 28, September 2 |
| Classes Begin .....               | September 3                |
| Last night for Registration ..... | September 9                |
| Last night to Drop Class .....    | September 16               |
| Last night of Classes .....       | November 18                |
| Total Class Nights .....          | 44                         |

## WINTER QUARTER

|   |                       |
|---|-----------------------|
| Registration .....                      | November 24           |
| Fees may be Paid .....                  | November 10-13, 24    |
| Classes Begin .....                     | November 25           |
| Last night for Registration .....       | December 3            |
| Last night to Drop Class .....          | December 11           |
| Last night of Classes .....             | February 25           |
| Total Class Nights .....                | 44                    |
| *Inclement Weather Make-up Nights ..... | February 26-March 3   |
| HOLIDAYS                                |                       |
| Thanksgiving .....                      | November 26, 27, 28   |
| Christmas & New Year's .....            | December 22-January 2 |

## SPRING QUARTER

|                                   |                         |
|-----------------------------------|-------------------------|
| Registration .....                | March 9                 |
| Fees may be Paid .....            | February 16-19, March 9 |
| Classes Begin .....               | March 10                |
| Last night for Registration ..... | March 16                |
| Last night to Drop Class .....    | March 23                |
| Last night of Classes .....       | May 26                  |
| Total Class Nights .....          | 44                      |
| HOLIDAYS                          |                         |
| Easter Monday .....               | April 20                |

## SUMMER QUARTER

|  |                       |
|--|-----------------------|
| Registration .....                     | June 4                |
| Fees may be Paid .....                 | May 18-21, June 4     |
| Classes Begin .....                    | June 8                |
| Last night for Registration .....      | June 11               |
| Last night to Drop Class .....         | June 18               |
| Last night of Classes .....            | August 20             |
| Total Class Nights .....               | 44                    |
| Graduation .....                       | August 28             |
| HOLIDAYS                               |                       |
| Fall Quarter break and Labor Day ..... | August 21-September 7 |

\*Nights lost because of inclement weather may be made up during this period.



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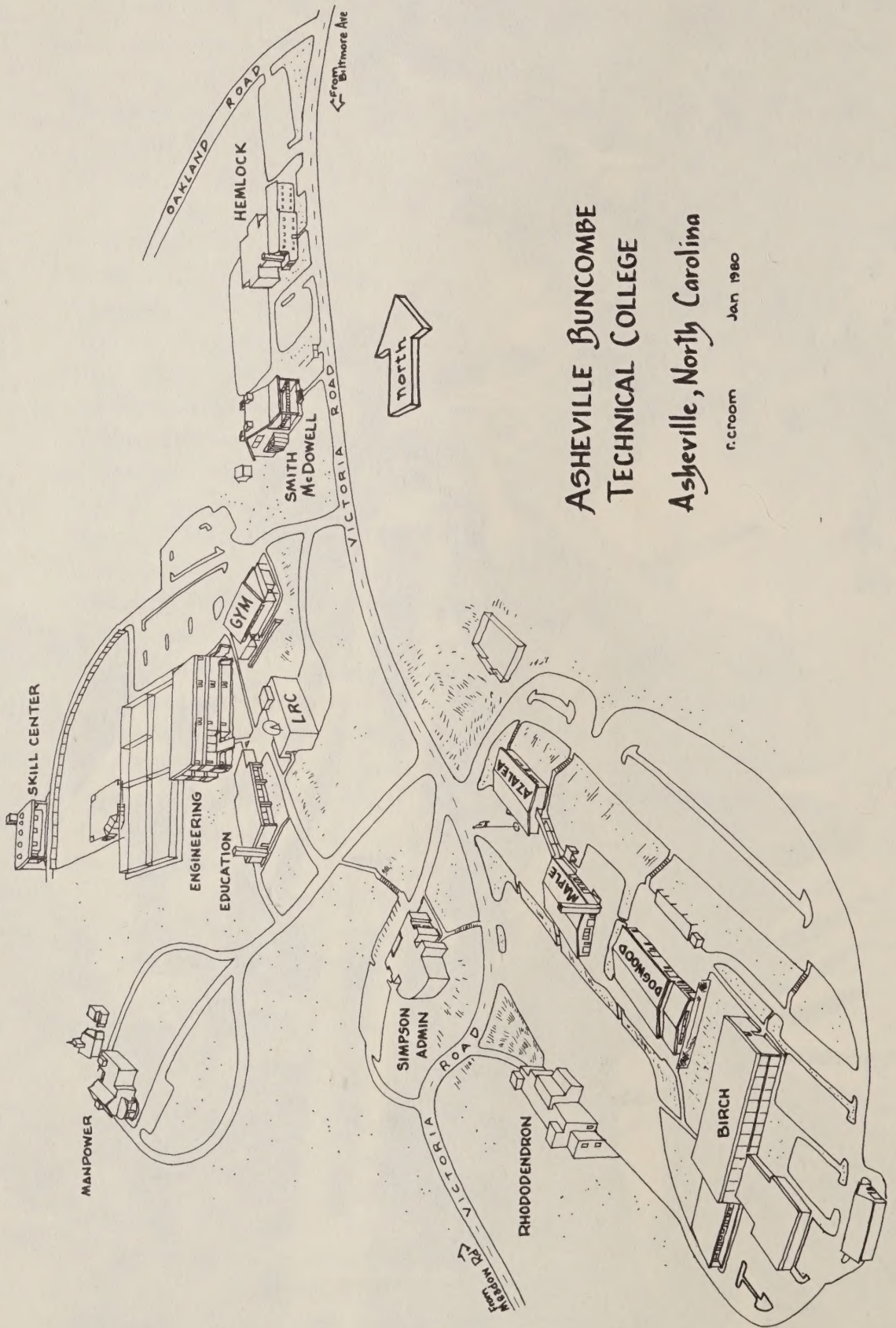
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\*Curriculums offered in both day and evening hours. Enrollment will determine offering or continuing a curriculum.









# ASHEVILLE BUNCOMBE TECHNICAL COLLEGE

Asheville, North Carolina

r.croom

Jan 1980



# BUILDINGS LEGEND

## **Thomas W. Simpson Administration Bldg.**

President  
Offices of Instruction  
Student Services  
Business Office  
Continuing Education  
Elevated Lecture Room

## **Azalea Bldg.**

Bookstore  
Veterans Representative

## **Birch Bldg.**

Business Administration  
Cafeteria  
Culinary Science  
Data Processing  
English & Social Studies  
Hotel Restaurant Mgt.  
Office Education

## **Dogwood Bldg.**

Air Conditioning & Refrigeration  
Building Construction  
Diesel Engines  
Physics Department  
Snack Bar  
Welding

## **Educational (I) Bldg.**

General Education  
Learning Laboratory

## **Engineering Bldg.**

Chemical Technology  
Civil Technology  
Drafting & Design Technology  
Electronics Technology  
Mechanical Technology

## **Gymnasium**

Director of Athletics

## **Hemlock Bldg.**

Criminal Justice

## **Learning Resources Center**

Audio-Visuals  
Guided Studies  
Library

## **Manpower Bldg.**

Continuing Education Classes  
Human Resources Programs

## **Maple Bldg.**

Automobile Mechanics  
Machine Shop  
Tool & Die Making

## **Rhododendron Bldg.**

Associate Degree Nursing  
Dental Assisting  
Dental Hygiene  
Medical Laboratory Technology  
Practical Nurse Education  
Radiologic Technology

## **Skills Center**

Continuing Education Classes  
New Industry Training



## **HISTORY**

The 1963 General Assembly passed a law placing industrial education centers under the direction of the newly created Department of Community Colleges and governed by a local board of trustees. Soon after its establishment, the Asheville board of trustees requested that the local industrial education center be converted to a technical institute with power to award Associate in Applied Science degrees. This request was approved by the Board of Education in January, 1964, and the name of the center was changed to Asheville-Buncombe Technical Institute.

The first major expansion of facilities occurred in 1963 when the County obtained a \$200,000 loan for a third building. A fourth building, costing \$712,000 and utilizing state and federal monies, was added in 1966. In addition to classrooms and a library, this unique facility houses a motel and fully equipped kitchens and a cafeteria for use in the hospitality education curriculums. A 1.4 million dollar building program was completed in 1971 which provided a multistory facility to house allied health instruction and an administration building. In 1974 the purchase of seventy-eight additional acres and three buildings increased the campus to include ten buildings and one hundred six acres of land. Recent construction efforts have resulted in the completion of a modern Learning Resources Center in 1977. In 1979 the Skill Center, which houses skill programs for new or expanding industry, was completed and the construction of the Engineering Technology Building was started, with completion planned for mid-summer of 1980 and ready for occupancy fall quarter. With the purchase of an additional seven and one-half acres and one existing building, space was provided for a new Criminal Justice curriculum. In August of 1979 the board of trustees approved changing the name of the institute to Asheville-Buncombe Technical College.

## **LOCATION**

The Asheville-Buncombe Technical College is located in modern buildings on a one hundred fourteen acre tract of land off Victoria Road. With the completion of current construction projects, the College will have over 283,000 square feet of floor space devoted to its many trade and technical programs. Included in the buildings are well-lighted classrooms, large laboratories, shops equipped with the most recent test and production type equipment and a gymnasium.

## **STATEMENT OF PURPOSE**

The fundamental purpose of Asheville-Buncombe Technical College is to prepare students through practical education to meet the demands of changing technology and develop responsible attitudes and understanding necessary to function in a modern society.

Programs are designed to provide profitable skills for the untrained, augment the knowledge of those already trained, and offer the opportunity for retraining. Other programs enable adults who do not have primary, elemen-



tary, or secondary educational achievement to attain these levels. Interwoven is a belief in individual worth and a respect for individual differences.

In summary, Asheville-Buncombe Technical College shall serve as the occupational education link between the individual need and the employment opportunities.

## PHILOSOPHY

It is the philosophy of Asheville-Buncombe Technical College that the cumulative efforts of the College program must serve the educational needs of the individual within the defined purpose and scope of the College program. Essential to this belief are the following:

We believe that the College and the programs exist to serve the students and that all coordinated efforts should be devoted to meeting their needs. Our commitment includes recognizing the individual worth of each student, accepting him at the level we find him, and assisting him in every way to attain his goals and objectives.

The College subscribes to the belief that in the decision-making process it is in keeping with the principles of democracy to involve those who are affected by the decision. Consequently, the students, faculty, staff, and the community must be considered in the formulation of the College policies and practices and are invited to participate.

In order to assure all an equal opportunity to learn and improve skills, to develop social abilities and responsible attitudes, our doors will never be closed to anyone of suitable age who can profit from our programs. We must take the people where they are and carry them as far as they can go within purpose and capabilities of the College. Limitations placed on the offerings and programs by facilities, staff, and requirements of certifying agencies should be the only factors restricting the total fulfillment of this phase of the College philosophy. The development of communicative skills and the effective creative use of leisure time will be reflected in College programs.

Inherently involved in the concept of the Open Door Policy and in the formulation of realistic goals are the processes of Guidance and Counseling. The College believes that adequate guidance and counseling services should be readily available to every applicant and should continue to be available to all students throughout their educational careers. We believe this service can best be provided by a coordinated effort of the personnel of student services and of faculty members. College personnel must realize that our educational programs and facilities may not meet the needs of every applicant—that is, we cannot be all things to all people. In such cases, College personnel should be capable of assisting the applicant in the selection of an appropriate social or educational agency designed to meet his particular needs.

The College is committed to the maximum utilization of its resources and to the greatest possible efficiency in their use. Consequently, many curriculums and many continuing education courses are offered during the evening hours, or by special arrangement, as well as during the day.

Asheville-Buncombe Technical College serves as an essential member of the regional economic development team. The College is primarily concerned with “Manpower” for economic development and strives to keep curriculums and



courses in the mainstream of community needs.

The program of instruction should be constantly responsive to the needs of the students as well as present and prospective employers. It should thus be sufficiently flexible, both in curriculum and facilities to meet the needs under changing conditions.

The College believes that self-evaluation and institutional research provide the most effective base for responsible decision-making.

In our commitment to education, Asheville-Buncombe Technical College will not limit itself to the development of occupational skills, but will also be dedicated to the development of the total individual.

Periodic reviews of our College philosophy are essential in order to provide an education that is flexible, progressive, and sensitive to the changing needs and desires of our clientele.

## DIVISIONAL OBJECTIVES

**Engineering Technology:** The Engineering Technology Division provides a practical degree-granting education involving scientific and mathematical theory with specialized training in some specific branch of engineering technology to enable the graduate to apply established engineering principles in his field.

**Business Education:** The objective of the Business Education Division is to provide practical dynamic college-level business training with emphasis on the development of desirable professional attitudes.

**Allied Health:** The Health Sciences provide qualified students with opportunities at the post-secondary level to acquire knowledge, skills, and attitudes which will enable them to become safe and effective members of the health care team.

**Hospitality Education:** The Hospitality Education Division provides professionally oriented, post-secondary and college level training in various selected facets of the hospitality industry. These curricula are designed to reflect the everchanging skills and attitudinal demands and needs of the industry.

**Vocational-Industrial Education:** Vocational-Industrial Educational Curricula are diploma or technical diploma granting programs taught at the post-secondary level. They are designed to give the student practical education and applied training in the manipulative skills peculiar to a specific trade.

**Continuing Education:** Continuing Education will provide vocational education opportunities for the unemployed, upgrading courses for those already employed, adult basic education for those desiring a higher educational level, and certain avocational courses for individual enrichment.

**General Education:** The General Education Division contributes to the growth of students for productive involvement and participation in a technological society by providing on the post-secondary level essential communicative and quantitative skills as well as an understanding of human relations and man's environment.



## EVENING CURRICULAR PROGRAMS

Most of the curricular classes offered in the day are offered on a part-time basis in the evening. Classes meet on campus Monday through Thursday evenings, starting at 6:30 P.M. Individually selected classes may be taken by "Special Schedule" or "Unclassified" students, providing the prerequisites have been met and space is available.

Evening curricular classes qualify students for the same degree or diploma as full-time day classes. Students who enroll in these programs generally work at full-time jobs during the day.

## LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) provides instructional support services through a variety of print and non-print materials, equipment, learning activities, and production capabilities. These services are available to faculty, students, and community patrons through four major areas, or components, under the leadership of the Director, Learning Resources.

The Learning Resources Center includes: THE LIBRARY, LEARNING LABORATORY, GUIDED STUDIES, and AUDIO-VISUAL SERVICES. Together, they provide information; guidance in locating and utilizing a wide range of resource materials; provide a variety of equipment to supplement classroom and laboratory/shop experiences; assist with independent study and research; and provide tutoring and individualized instruction to meet special learning needs.

*THE LIBRARY:* Under the direction of the Librarian, the Library makes available all of the LRC's collection of resource materials, both print and non-print. The major responsibility of the Library is to provide information services and assist the user with utilization of the collection. In addition, the Library provides a very attractive, well equipped facility for both scholarly and recreational reading and study.

|                        |                      |
|------------------------|----------------------|
| HOURS: Monday-Thursday | 8:00 a.m.-10:00 p.m. |
| Friday                 | 8:00 a.m.-4:30 p.m.  |
| Closed Week-ends       |                      |

*AUDIO-VISUAL SERVICES:* Audio-Visual services are provided by the Audio-Visual Technician and include production, materials, and equipment to support the instructional program and related activities. The LRC maintains an inventory of Audio-Visual equipment for loan to faculty and other authorized patrons.

*THE LEARNING LABORATORY:* The Learning Laboratory is an instructional component of the Learning Resources Center. It serves as the central focal point of instruction by providing a learning environment in which the student can be free to explore interests, with a learning pace and manner specifically tailored to individual needs.

The purpose of the Learning Laboratory is to assist an individual toward reaching educational or vocational objectives. Its services are designed to enrich curriculum and extension programs and to upgrade academic skills. Special emphasis is placed on helping the handicapped person.



The Learning Laboratory is a GED Testing Center. The GED Test is administered once a week by appointment.

The Learning Laboratory is designed to help students:

1. increase their level of learning before entering a technical institute or college.
2. prepare for SAT, College admission exams, and CLEP.
3. prepare for the GED Test.
4. through the GED and Developmental Studies Programs for Veterans.
5. who need to fulfill entrance requirements for Associate Degree programs.
6. who need high school credit in algebra and geometry.
7. who wish to re-enter the business world or to change vocations.

A student may begin in the learning laboratory at any time and proceed at his own learning rate. An instructor is always available to give assistance when needed and to determine if the student is making satisfactory progress.

|                        |                     |
|------------------------|---------------------|
| Hours: Monday-Thursday | 8:00 a.m.-9:15 p.m. |
| Friday                 | 8:00 a.m.-4:00 p.m. |

There is no charge for study but there is a \$5.00 fee to take the GED Test.

*GUIDED STUDIES:* This instructional component of the LRD provides students and prospective students with special counseling, assessment, and tutoring in the basic subjects of Math, English and Reading. Individual and group instruction, counseling and seminars are available in Study Skills, Career Development, and Human Development. The major objective of this program is to help individuals experience success at levels which will lead to successful achievement in ABTC's curriculum programs.

Guided Studies personnel are skilled in assessment techniques in the areas of intelligence, academic achievement, personality development, vocational interests, and aptitudes. These services are available for individuals and groups enrolled in any program operated under the direction of Asheville-Buncombe Technical College.

Current schedules for Guided Studies personnel may be obtained by contacting any member of the LRC staff.

## HIGH SCHOOL EQUIVALENCY

An adult who has not completed high school may take a series of General Education Development (GED) tests. Upon attaining a passing score of 225 points with no single test score below 35, a High School Equivalency Certificate will be awarded. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The G.E.D. tests cover five broad areas: English expression, literature, mathematics, social studies, and natural science. They are administered at the College.

The following requirements must be met before taking the G.E.D. tests:

1. Minimum age: 19, or 18 if out of regular school at least six months.
2. Residence: current North Carolina resident.



3. Make application for tests on official blanks that are available at A-B Tech.
  4. Cost: There is a \$5.00 fee to take the GED test.
  5. Have a valid vocational, educational, or other purpose in applying.
- An appointment must be made through the Chief Examiner (Learning Lab).

## **DIVISION OF CONTINUING EDUCATION**

The concept of lifelong learning is implemented through continuing education classes at Asheville-Buncombe Technical College. These classes carry no credit toward a degree or diploma. They vary in length and are held wherever space is available and a sufficient number of students can be assembled. Any adult, eighteen years of age or older, may enroll in these courses. Individuals sixteen and older who are not enrolled in public school may register for either adult basic education or human resources development.

Usually, the only cost for these courses is a \$5.00 registration fee. In some, there is a charge for textbooks or materials used in the course. Persons 65 or older are exempt from the registration fee.

The following areas of study are included in the Division of Continuing Education:

### **ACADEMIC**

CRAFTS: DRAWING AND PAINTING, STAINED GLASS, MACRAME, PINE CONE, CERAMICS, WOODCARVING, TOLE PAINTING

GENERAL: ART, MUSIC, LANGUAGES, PHOTOGRAPHY, MATHEMATICS, ECONOMICS, HISTORY, JOURNALISM, SOCIOLOGY, PSYCHOLOGY, SCIENCE, WRITING

HIGH SCHOOL EQUIVALENCY: Adult High School GED

### **ADULT BASIC EDUCATION**

An important area in continuing education is adult basic education. The program is designed for any adult who has not completed an elementary or high school education. Free classes offer the opportunity to study basic reading and writing, English, reading comprehension, math, social studies, and science. The program can assist an adult in preparing to enter Adult High School or equivalency (GED) programs.

Classes usually meet two nights a week, and a person may enroll at any time. Continuous classes are held Monday and Wednesday evenings on campus and at various times throughout the Buncombe-Madison County area. Additional classes can be started in almost any location where a sufficient number of interested adults can be assembled.

All materials are designed for adults with emphasis on individual needs and interests. At all levels, instruction is closely related toward helping the student to better meet adult responsibilities.



## **HUMAN RESOURCES DEVELOPMENT**

The Human Resources Development program is located in the Manpower building on the A-B Tech. campus. Since 1973, the program has been one of several being offered under the auspices of the State Board of Education through the Department of Community Colleges with special funding by the North Carolina General Assembly.

The students who meet the enrollment guidelines for this training are given eight to ten weeks of classroom instruction and supervision with a 30-hour weekly schedule. Each is given a combination of group counseling and job preparation activities with individual instruction in obtaining or improving basic functional and life coping skills. A career development staff assists the students in obtaining realistic goals of job placement or further vocational training.

Students certified as eligible for this training under federal guidelines, receive weekly financial support needed for child care, transportation, food, clothing, etc. during their efforts to become self-sufficient citizens.

Priority is given to those with multiple disadvantages including:

1. Disadvantaged female heads of households
2. Veterans
3. Physically handicapped or disabled
4. Economically and educationally disadvantaged
5. Ex-offenders

Classes will be enrolled quarterly for on-campus and community-based centers. Applications may be made daily at the Manpower building on campus during regular school hours.

## **NEW AND EXPANDING INDUSTRY TRAINING**

The purpose of North Carolina Industrial Training Service is to train a skilled production work force for a new or expanding industry. Recognizing that the recruitment and training of new employees is one of industry's most perplexing problems, North Carolina was the first state in the Southeast to establish a planned system of industrial manpower training, and A-B Tech was one of the first to offer this program.

Because it is a customized service, based on the unique requirements of a particular company, A-B Tech can provide training for any industrial job that can be defined and arranged into a logical learning sequence. The final training program design is the result of joint study, planning, and implementation by company personnel, industrial training specialists, and A-B Tech personnel.

## **VOCATIONAL**

AGRICULTURE: GARDENING, HORTICULTURE

APPRENTICESHIP: ELECTRICAL, SHEET METAL, WELDING-PIPEFITTING

DISTRIBUTION & MARKETING: BANKING, FINANCE & CREDIT, REAL ESTATE

FIREMANSHIP: APPARATUS, ARSON DETECTION, FIRE BRIGADE, FIRE STREAMS, HOSE & LADDER PRACTICE, PROTECTIVE BREATHING EQUIPMENT.



HEALTH & SAFETY: ACCIDENT PREVENTION, EMERGENCY MEDICAL TECHNICIAN, FIRST AID, NURSING  
HOME ECONOMICS: COOKING, CLOTHING CONSTRUCTION, DRAPERY MAKING, INTERIOR DECORATING  
HOSPITALITY: HOTEL-MOTEL MANAGEMENT, HOUSEKEEPING, QUANTITY COOKING, WAITER-WAITRESS TRAINING  
LAW ENFORCEMENT: BREATHALYZER TRAINING, 240 HOUR BASIC COURSE  
MANAGEMENT DEVELOPMENT PROGRAM: ART OF MOTIVATION, COMMUNICATIONS FOR MANAGERS, HUMAN RELATIONS, MANAGEMENT PRIMER, SUPERVISORY TRAINING  
OFFICE OCCUPATIONS: LEGAL SECRETARIAL, OFFICE PRACTICES, SHORTHAND, TYPING  
TECHNICAL: SURVEYING REVIEW, WASTEWATER PLANT OPERATION  
TRADES & INDUSTRY: AUTOMOTIVE MECHANICS, BLUEPRINT READING, ELECTRIC CODE, MASONRY, PILOT'S TRAINING, WELDING

## STUDENT INFORMATION



## EQUAL OPPORTUNITY STATEMENT

Asheville-Buncombe Technical College does not discriminate on the basis of sex, race, ethnic origin, age or handicap in the educational programs or activities which it operates. The College is required by Title IX of the Education Amendment of 1972 not to discriminate on the basis of sex, and by other Federal legislation not to discriminate on the basis of race, ethnic origin, handicap or age. The requirement not to discriminate in educational programs and activities extends to employment in the institution and to admission to its pro-



grams. Inquiries concerning the application of Title IX and other Federal non-discrimination legislation to Asheville-Buncombe Technical College should be referred to:

Joseph B. Edwards, Jr., Director of Personnel  
Room 204, Thomas W. Simpson Administration Building  
Asheville-Buncombe Technical College  
340 Victoria Road, Asheville, NC 28801  
Telephone (704) 254-1921 Extension 123

## GENERAL ENTRANCE REQUIREMENTS

Asheville-Buncombe Technical College has an “OPEN DOOR” admission policy. High school graduation or equivalent is normally required for admission to any curriculum; however, there are also programs for non-graduates 18 years of age or older.

Placement into a specific course of study is based upon standards which will help to assure the applicant’s success in that course of study. Those who do not yet possess the background required by the course of study of their choice may be enrolled in preparatory courses designed to provide this background.

Applicants should be in good health with no impairment of vision or other physical defect which would restrict his ability in a particular field of work. A complete physical examination may be required.

Educational background, interest, motivation, experience and aptitudes will be considered when an application is submitted to the College.

## SPECIFIC REQUIREMENTS

|                                |             |
|--------------------------------|-------------|
| Business Education .....       | see page 30 |
| Engineering Technologies ..... | see page 42 |
| General Education .....        | see page 52 |
| Health Occupations .....       | see page 55 |
| Hospitality Education .....    | see page 71 |
| Vocational Programs .....      | see page 76 |

## ADMISSION PROCEDURE

Individually selected classes may be taken by “Special Schedule” or “Unclassified” students, providing the prerequisites have been met and space is available.

Persons wishing to enroll in a **curriculum program** at the College must complete the entire application process. This consists of the following steps:

1. Submit an application form, health form and residency statement.
2. Obtain transcripts of credits from all secondary and post-secondary schools attended.
3. Complete the battery of admission and placement tests administered by the College. Requests for test exemption by transfer or special students will be reviewed individually.



4. Have a personal interview with the student services staff and in some cases with a representative of the major department.

Upon receipt of the completed application form the College will schedule a date for test administration and notify the applicant by mail. Transcripts should be mailed from the school directly to the College on the transcript form in use by that school.

Upon completion of the above procedure, each applicant will receive written notification of the action taken.

## **COUNSELING AND TESTING**

Testing will be completed prior to acceptance and registration. The counselor will schedule interviews with students concerning interpretation of their test scores and will advise students concerning course selections. Additional aptitude tests may be desirable to determine individual ability. Applicants are encouraged to enroll in programs when it is believed that the student has made a sound choice and will profit from the selected program.

Students are encouraged to use the counseling services at any time. The counseling service will work at all times with individuals to keep them informed of the progress they are making. Also, many reference materials are made available to students during the program through the counseling service.

## **TRANSFER CREDIT**

**CREDIT FROM OTHER INSTITUTIONS:** Asheville-Buncombe Technical College will accept credit for parallel work completed in other North Carolina Technical Institutes, Technical Colleges, or Community Colleges and institutions accredited by a regional accrediting agency. Applicants who seek admission with advanced standing should make regular application and submit transcripts of work from all other institutions. No credit will be granted for work below a "C" or the average grade given by the other institution.

**INTERNAL TRANSFER OF CREDIT:** Students who drop out and return, change majors, or return from suspension will have their former A-B Tech work evaluated as follows:

1. All courses applicable to the requirements of the selected program, according to the current catalog\* and having passing grades will be transferred or carried forward. Exceptional cases will be handled at the discretion of the Vice President of Instructional Services.
2. For courses passed with a grade of D, the student has an option of repeating the course or applying it to the current major. (A minimum grade of C is required in all major courses for graduation.)
3. The initial grade point average will be determined by the courses and corresponding grade applied toward the current major.
4. This process will be completed during the first quarter of re-enrollment.

\*"Current catalog" is defined as the current first year catalog if the student does not graduate with his/her class and/or returns with one-half or less of the credit hours required for graduation (64 technical, 32 vocational). If the student has more than one-half of the credit hours required, current catalog is defined as the current second year catalog.



## CREDIT BY EXAMINATION

Students who can provide evidence that they may be proficient in a subject may request credit by examination. A written request must be made to the proper Department Chairperson on a form obtained from the Registrar.

The examination may be oral, performance, written, or a combination of these methods. Students failing the examination may not repeat the examination and will be expected to obtain credit by taking the course.

To receive credit by examination, the score must be above average. The decision of the examining instructor will be final. No quality points will be awarded for credit by examination.

Because of specific requirements, credit for certain courses may not be received by proficiency examination. The courses which may not be challenged by examination are marked with an asterisk in the course description section of the catalog.

## AUDITING COURSES

Students who wish to audit courses must register through regular registration procedures and must have approval of the department chairperson responsible for the particular course. Audit students do not receive credit but must adhere to attendance regulations. An audit intention cannot be changed to credit course after the “add-drop” day nor can credit courses be changed to audit courses. Audit work cannot be used toward diploma or degree requirements. (Audit students will enter class after all curriculum students have been registered, precluding audit students from taking the place of curriculum students).

## TUITION

ADVANCE REGISTRATION ..... \$ 15.00

Required of all full-time day students and full curriculum evening students as a condition of acceptance and enrollment. (This fee is paid at the time of acceptance and is credited to the fall quarter tuition payment.)

|   |          |
|---|----------|
| Full-time students per quarter .....        | \$ 39.00 |
| Non-Resident of N.C. ....                   | \$198.00 |
| (12 or more credit hours)                   |          |
| Part-time per credit hour per quarter ..... | \$ 3.25  |
| Non-Resident of N.C. ....                   | \$ 16.50 |
| (less than 12 credit hours)                 |          |

LATE REGISTRATION FEE ..... \$ 5.00

*There is no tuition for senior citizens 65 years of age or older.*

## STUDENT ACTIVITY FEE

A \$16.00 activity fee is collected from all full-time day students during the Fall Quarter registration which entitles the student to participate in all ac-



tivities during the school year. Full-time day students enrolling for less than the full school year will pay on the following basis:

|                          |        |
|--------------------------|--------|
| Fall Quarter . . . . .   | \$6.00 |
| Winter Quarter . . . . . | 5.00   |
| Spring Quarter . . . . . | 5.00   |

Evening and special schedule students may participate in activities by paying an admission fee established for each event.

**STUDENT INSURANCE**

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to insure safety, it is felt to be in the interest of all students to provide some measure of insurance protection.

A group policy, providing the desired insurance protection, will be maintained in effect by the College and all students will be REQUIRED to subscribe to such coverage. The cost of accident insurance to the student will be approximately \$3.50 per year.

**STUDENT FINANCIAL AID**

The purpose of the financial aid program at Asheville-Buncombe Technical College (ABTC) is designed primarily to provide assistance to students who, without such aid, would be unable to attend the College. The program is committed to the philosophy that no eligible student should be denied access to a higher education because of a lack of financial resources.

An application for financial aid will gain consideration for grants-in-aid, loans, scholarships and student employment opportunities. In general, financial aid is awarded to students on the basis of need, academic potential, and future promise. In determining the student’s need, it is assumed the student will help himself through summer jobs and part-time work while attending school, that the family will provide aid commensurate with its income and resources and that the student will avail himself to any other financial assistance which is available.

Students desiring financial aid for an academic year (September thru August) are encouraged to apply early (January thru March) to be given priority consideration for the funds available. Applications will be processed until all available funds are awarded.

Copies of all applications mentioned in the following procedure may be obtained from any high school guidance office, most college and university financial aid offices, or the ABTC Financial Aid Office.

**Application Procedure**

**All** applicants desiring priority consideration for available financial aid funds **must** complete the numbered steps below.

- 1. Before applying for financial aid each applicant **must** complete the first three (3) steps of the Admission Procedure. (See the Table of Contents for the Admission Procedure page reference.)



2. The applicant **must** complete and mail a Family Financial Statement (FFS) and a Student Data Form (SDF) to: ACT Student Need Analysis Services, P.O. Box 1000, Iowa City, Iowa, 52240. Both forms will be in the FFS Packet circulated by American College Testing (ACT).
3. In completing the FFS and SDF, the applicant **must** indicate that a copy of each be sent to ABTC, code 3063, and College Foundation North Carolina Student Incentive Grant Program (NCSIG), code 6666.
4. All applicants **must** complete the appropriate section of the FFS requesting that the financial data on the FFS be used to determine their Basic Educational Opportunity Grant (BEOG) eligibility. (Note: The FFS is to be used in applying for the BEOG.)

Following the processing of the FFS, the applicant will receive a Student Financial Aid Report (SFAR) to review and correct (if necessary). The SFAR is simply a printout of the data reported by the applicant’s family on the FFS. The applicant will also receive the BEOG Student Eligibility Report (SER). The SER **must** be forwarded by the applicant to the Financial Aid Office without delay.

Once the (a) BEOG Student Eligibility Report, (b) the NCSIG results, (c) the FFS results, and (d) a copy of the SDF are received by ABTC’s Financial Aid Office, the applicant’s financial need will be determined. Official notification of awards is made no earlier than June 1st prior to enrollment. Each award is contingent upon the availability of funds.

(Important: The above procedure is identical for both in-state and out-of-state applicants; however, out-of-state applicants are not eligible to apply for NCSIG consideration but should apply for a state grant thru their state of legal residence.)

Students desiring additional information about the Financial Aid Program at ABTC are urged to write or phone: Director of Financial Aid, Asheville-Buncombe Technical College, 340 Victoria Road, Asheville, NC 28801, 704/254-1921, extension 144.

## REFUNDS

Two-thirds of the student’s tuition may be refunded if the student officially withdraws within ten calendar days from the first day of class. No tuition refunds will be made after that time or for students who withdraw without authority or who are dismissed for cause.

Student activity, insurance, and parking fees are non-refundable.

## ADDITIONAL COSTS

A beginning student should be prepared to incur additional estimated expenses for their first quarter as follows:

### BUSINESS EDUCATION

|                |           |                 |
|----------------|-----------|-----------------|
| Books .....    | Estimated | \$45.00-\$55.00 |
| Supplies ..... | Estimated | 10.00- 15.00    |

### ENGINEERING TECHNOLOGY

|                              |           |                 |
|------------------------------|-----------|-----------------|
| Books .....                  | Estimated | \$50.00-\$75.00 |
| Supplies .....               | Estimated | 25.00- 35.00    |
| Calulator.....               | Estimated | 20.00- 55.00    |
| Instruments (Drafting) ..... | Estimated | 45.00           |



GENERAL EDUCATION

Books (Criminal Justice) . . . . . Estimated \$40.00- \$50.00

HEALTH EDUCATION, ALLIED

Books . . . . . Estimated \$60.00-\$220.00  
Uniforms, Shoes, Hose and/or Lab Coats . . . . . Estimated 13.00- 107.00  
Instruments (Dental Hygiene, end 1st Quarter) . . . . . Estimated 200.00

HOSPITALITY EDUCATION

Books . . . . . Estimated \$50.00- \$65.00  
Uniforms . . . . . Estimated 30.00- 35.00

VOCATIONAL EDUCATION

Books . . . . . Estimated \$35.00- \$55.00  
Uniforms (Automotive) . . . . . Estimated 16.00  
Tools . . . . . Estimated 35.00- 300.00  
Drafting Equipment . . . . . Estimated 10.00- 20.00  
Goggles (Welding) . . . . . Estimated 4.00

It is recommended that students enrolling in the Business Division, Technical Division and some Departments of the Vocational Division purchase a small electronic calculator. Calculators will not be permitted in MAT 100, MAT 105 or MAT 1101. Students should consult with their Department Chairperson or a member of the Math Department prior to the purchase of a calculator.

**BOOKSTORE**

A bookstore is operated by the College for the convenience of students and staff members to provide required textbooks and materials. Students should plan to purchase all texts and materials at the beginning of each quarter. Textbook costs vary considerably depending upon the curriculum and quarter. Book costs vary from year to year because of changes in curriculum book prices, texts and material requirements.

All candidates for graduation are required to pay a graduation fee before attending graduation exercises in August. Graduation fees and cap and gown orders are collected by the bookstore in May. Graduation invitations are also available in the bookstore.

**PARKING**

All students are required to register their vehicles and display parking permits. A fee of \$1.00 for the initial vehicle and .25 for each additional vehicle is charged.

**CLASS ATTENDANCE**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance record, and these records will become part of the student’s official record. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction and continuous infraction cannot be permitted.

Absences may be excused in the event of circumstances beyond the control of the student, or an official and approved school function. Students must inform each instructor if any of these occur. Each instructor will determine the validity of the reason for the absence.

It is the student's responsibility to contact each instructor for class and laboratory assignments missed. Arrangements must be made within twenty-four hours after returning to campus to make up work missed.

**Excessive absences** may result in the student being dropped from a class by the instructor. It is the instructor's prerogative to readmit the student. In the event an instructor denies readmission, the student has the right to appeal to the "Admissions Committee". The appeal must be initiated through Student Services within twenty-four hours of the instructor's denial. The student will remain in class until the hearing is conclusive.

**In the event** that an instructor is not in class and arrangements have not been made, the class is dismissed after ten minutes. A roll must be signed by the students present and turned into the Department Chairperson, Division Director, or Instructional Dean. Students enrolled in classes that meet for two or more hours and sign the roll and leave, must report to the classroom at the beginning of the second class hour. In the event that the instructor is not present for the second hour, the students again sign the roll and leave. If the course is scheduled for more than two hours, students will not be required to report to the classroom after the second hour.

## STUDENT CONDUCT

Students will be expected to conduct themselves at all times as individuals of prudence and maturity. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and for the personal property of others.

School regulations which serve to control such activities as vehicle traffic and parking, smoking, loitering, and other aspects of personal conduct must be stringently observed.

Students may be promptly dismissed for conduct which is considered incompatible with standards of propriety and good judgment.

## STUDENT LOUNGE

A snack-bar lounge is available. Other areas equipped with a variety of modern vending machines is provided for the convenience of students and faculty. Foods and drinks may not be taken into a classroom, shop or laboratory.

## GRADING SYSTEM

Notice will be given to all students who are failing at mid-term and final grades will be issued at the end of the term to all students. Students will be graded on the acquirement of technical skills, ability to work under supervision, interest in work, initiative, and the ability to apply related information. A student who wants to contest a grade must do so within six weeks of the awarding of the grade.



Students enrolled in either the school of technology or the school of trades will be graded by the following system.

|    |                               |                |
|----|-------------------------------|----------------|
| A  | 93-100                        | Excellent      |
| B  | 86-92                         | Above Average  |
| C  | 78-85                         | Average        |
| D  | 70-77                         | Passing        |
| F  | Below 70                      | Unsatisfactory |
| I  | Incomplete                    |                |
| X  | Continuing                    |                |
| WP | Withdrawal passing (official) |                |
| WF | Withdrawal failing (official) |                |
| W  | Unofficial withdrawal         |                |
| Y  | Audit                         |                |

I—Incomplete: Assigned when a student is unable to complete work or take a final examination because of illness or for other reasons over which the student has no control. An “incomplete” must be removed within the first six weeks of the next term. Otherwise, the grade becomes an “F”

X—Continuing: Assigned when a student is unable to complete work during the current quarter because of class scheduling over consecutive quarters or at the discretion of the instructor to allow additional time to complete work. A “contract” of conditions for completion and time limit, not to exceed twelve (12) months, will be executed by the instructor and signed by both the instructor and student. If the terms to remove the grade of “X” are not fulfilled by the end of the contract period, the grade will revert to the average held at the beginning of the contract period.

WP—given when student OFFICIALLY WITHDRAWS and is passing his work at the time. This will not influence the quality point ratio.

WF—given when the student OFFICIALLY WITHDRAWS and is failing his work at the time. This will not influence the quality point ratio.

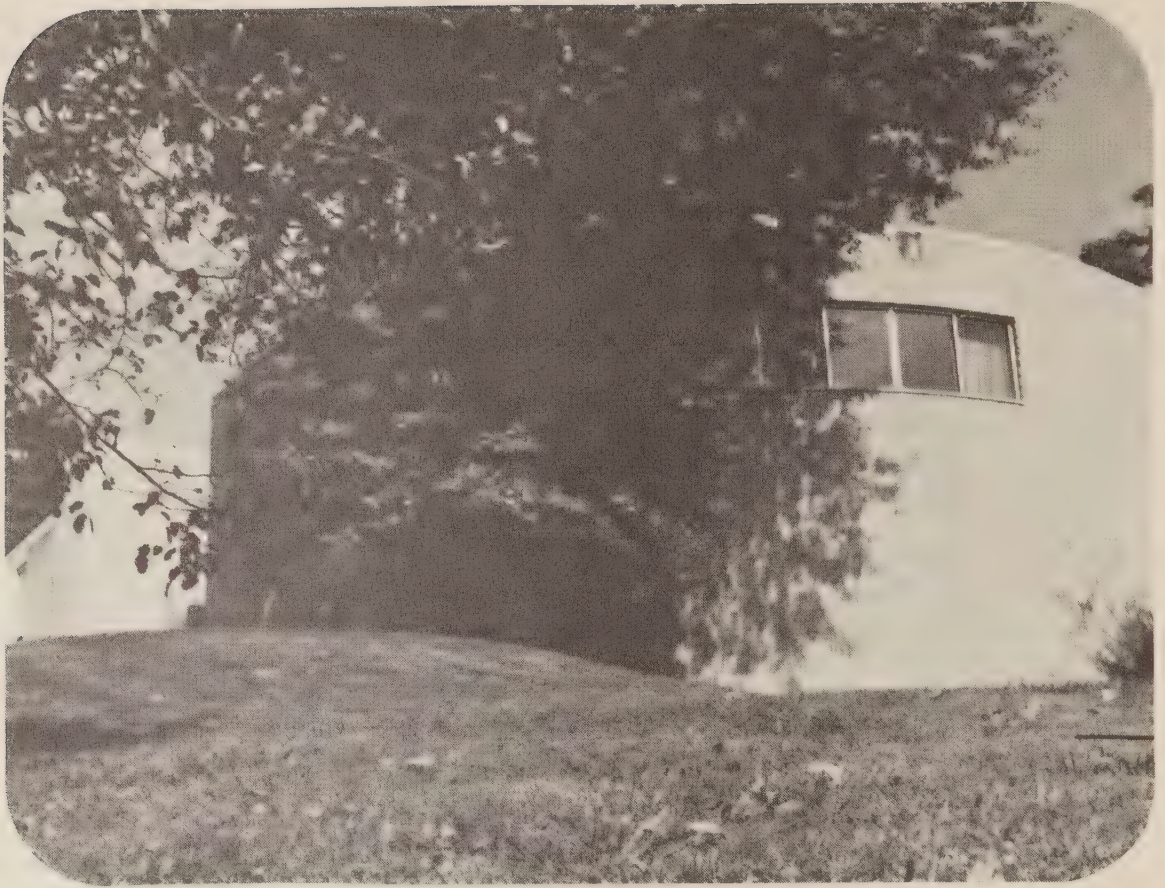
W—given when the student WITHDRAWS UNOFFICIALLY. This is processed as a grade of “F” and will influence the quality point ratio.

## WITHDRAWAL

To qualify for honorable dismissal or a tuition refund, if due, a student must obtain an official withdrawal. An official withdrawal is accomplished by completing a “withdrawal request” form. The student must have the form signed by each instructor and return it to the office of Student Services.

Students who leave school entirely or who leave one or more courses without completing this procedure will receive a grade of “F” for each course in progress and will jeopardize future readmission to the College.

Under normal circumstances official withdrawal from individual courses will **not** be allowed after the eighth week of the quarter.



## QUALITY POINTS

At the end of each quarter quality points are assigned in accordance with the following formula. (The minimum grade-point ratio for graduation is 2.00 or an average of grade C.)

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- F — no quality points
- I — no quality points
- W — no quality points

Quality ratings are determined by dividing the total number of quality points by the number of hours attempted. A ratio of 2.00 indicates that a student has an average of C.

## FAILURES

All failing grades must be removed before graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

Students may be referred to the Admissions Committee for action if their effort and/or attitude is such that, in the judgment of their department chairperson, they cannot be successful in their studies.



## ACADEMIC PROBATION AND SUSPENSION

1. A student will be placed on academic probation if the following average is not maintained:

| END OF QUARTER  | MINIMUM CUMULATIVE<br>QUALITY POINT AVERAGE |
|-----------------|---|
| 1               | 1.50  |
| 2               | 1.75  |
| 3 and following | 2.00  |

2. A student will be suspended from the program if the cumulative quality point average is below:
  - (a) the minimum requirement indicated above at the end of one quarter on probation.
  - (b) 1.50 after attempting a minimum of 30 hours. This regulation also applies to students who have not declared a major. A student may appeal to the Admissions Committee for readmission. Appeals must be made in writing within two school days of notice of suspension. After receipt of the appeal, the Admissions Committee must meet and act within three school days.
3. Students placed on probation or suspension will be informed and counseled by the following means:
  1. Department Chairperson identifies and counsels the student by the first day of classes for the next term.
  2. Student Services notifies the student in writing.
  3. Students are counseled by Student Services.

## CONDITIONS OF PROBATION

In an effort to assist the student in his academic progress, the following conditions of probation have been developed:

1. A student who is placed on probation will not participate in extracurricular activities. Extracurricular activities shall consist of: (a) Student Government Office (Elected); (b) Officers of Curriculum Clubs; (c) Yearbook Officers; (d) Off-Campus Activities That Require Missing More Than One Class Day in Succession; (e) Activities in Which the Student Officially Represents the College.
2. A student on probation will not participate in the College's intercollegiate athletic program.
3. The Department Chairperson will require a reduced course load and must approve the course schedule for the following quarter. Exceptions require the written approval of the department chairperson.
4. Academic progress must be reviewed with the Department Chairperson at mid-quarter.

## **CONDITIONS OF SUSPENSION**

For those students who have not maintained satisfactory progress in their current curriculum, the following conditions of suspension apply:

1. Suspension from the curriculum is for a minimum of one quarter. This condition also applies to students who have not declared a major.
2. A suspended student may be referred to the Learning Laboratory for basic academic preparation.
3. A student suspended from one curriculum may apply for another curriculum. Admission requirements of the "new" curriculum must be met and permission of its Department Chairperson granted.
4. A student suspended from a curriculum may apply to re-enter the same curriculum and will be considered as a new applicant.

## **DEAN'S LIST**

1. Only a full-time student is to be considered. (A full-time student is defined as a student enrolled in a curriculum program, carrying a minimum of 12 quarter hours, or the maximum number of hours scheduled for the curriculum.)
2. Student is to have a minimum 3.50 quality point average to qualify for the quarter under consideration.
3. Failures, incompletes, and withdrawals, (pass or fail) will eliminate a student from this list for that particular quarter. Students receiving credit for a course by examination are not affected.
4. The list will be compiled by the Registrar, sent to the Department Chairperson, and the Vice-President, Instructional Services will be responsible for final approval and publication in local and pertinent hometown newspapers.
5. This list will be published following every quarter in the Asheville papers and in the hometown papers of qualifying students. (Allowing sufficient time for paper work.)

## **DEGREES, DIPLOMAS AND CERTIFICATES**

### **Degree Programs Defined**

Asheville Buncombe Technical College will confer an Associate in Applied Science degree in most Technical and Business Curriculums. This is conferred in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

### **Diploma Programs Defined**

Asheville-Buncombe Technical College will award a technical diploma for some seven or eight quarter programs. This diploma will be awarded in the name of the North Carolina State Board of Education when all requirements



for graduation have been satisfied and will be presented as an "Associate of" in the specific curriculum area.

Asheville-Buncombe Technical College will award a Diploma in all Trade Curriculums. This diploma will be granted in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

### **Certificates**

Certificates are issued in the name of the Asheville-Buncombe Technical College to students who successfully complete any short term program or course.

NOTE: Records of progress are kept on all students. Progress records are furnished to any student or graduate upon written request.

## **REQUIREMENTS FOR GRADUATION**

The College will hold one graduation ceremony each year. This will normally be the last Friday evening in August. To graduate with a diploma or degree, the following minimum requirements must be met:

1. Complete the requirements of a College approved program of study. At least half of the credit hours in a program of study must be received at this College by taking courses and/or proficiency examinations. Complete not less than 60 credit hours for a diploma or not less than 108 credit hours for a degree. In most programs of study, the approved program will require more than minimum credit hours.
2. Earn a grade of at least C in each course in the major and a minimum average of 2.0 (C) quality points on course work presented for graduation. Students completing their study with a grade point average of 4.0 will be graduated with highest honors. Those who have a minimum average of 3.75 will be graduated with high honors and a minimum of 3.50 has the distinction of honors.
3. Be recommended by the chairperson of the department of the major course of study.
4. Submit an application for graduation to the Vice President, Student Services before the published deadline date. Rent caps and gowns and purchase diplomas. (Prices may vary from year to year and do not include the purchase of optional items such as invitations or billfold diplomas.)
5. Fulfill all financial obligations to the College. Library clearance is also required.
6. Be present for graduation and attired in the proper academic robe. (Students who cannot attend graduation must submit to the President a written request to be excused two weeks prior to graduation.)

## **PLACEMENT SERVICE**

The College provides placement services which will assist students and alumni in securing employment. The objective of this service is to guide and assist the student and graduate in obtaining suitable positions.

The College provides placement service by working closely with local industries and the employment agencies. Personal data sheets will be developed for those graduating students who desire this service. Data sheets will be mailed to selected business and industries and group or individual interviews arranged.

## **DIVISION OF BUSINESS EDUCATION**

### **A.A.S. DEGREE CONFERRED**

The following areas of study are included in the Division of Business Education.

Business Administration

*Electives will indicate a concentration in one of the following:*

Accounting

Banking and Finance

General Business

Industrial Management

Marketing

Postal Service Management

Electronic Data Processing

Business Programming

Office Education

Secretarial Science

### **TECHNICAL DIPLOMA AWARDED**

Data Processing Operations

Office Technology

All of the areas of study in the school of Business Education are seven quarters in duration and will require from twenty to thirty hours per week of course work. If a student elects to enroll in the School of Business Education through the Evening school, the time required for completion will be extended.

### **SPECIFIC ENTRANCE REQUIREMENTS FOR BUSINESS DIVISION**

1. Must be a high school graduate or have a state approved equivalent education.
2. Must submit the transcripts of high school and post-high school education.
3. Must demonstrate suitability for business training as determined by appropriate test.
4. Must be in acceptable condition of physical and mental health.
5. Must have a personal interview with school representatives, including a representative of the major department.



# BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by people with specialized education beyond high school level. The Business Administration curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. The 1976-77 *Occupational Outlook Handbook*, published by the Department of Labor, reports good career opportunities for business graduates through the 1980's.

The Business Administration Department offers a flexible approach to meeting individual career objectives. During the first three quarters, the student enrolls in a common core of courses. With the assistance of faculty advisors, the student is expected to explore career opportunities available in the business world. Beginning in the fourth quarter, the student will take certain courses and complete his/her schedule by electing courses which will meet individual career objectives. The department suggests two (2) electives per quarter.

Each student will be assigned an advisor and will be counseled prior to preregistration. Electives will be offered based upon results from demand surveys conducted early in the previous quarter. The student must have departmental approval of his/her schedule prior to registration.

The AAS degree in Business Administration will be awarded to a student meeting College requirements and completing required courses plus a minimum of eight (8) elective courses from a combination of the concentrations listed below.

For students wishing to concentrate in a specific area the Business Administration Department suggests the following electives. If a student chooses the designated courses in one concentration, the degree will reflect this achievement.

| Accounting | Banking & Finance | Industrial Management | Marketing | Postal Service Management |
|------------|-------------------|-----------------------|-----------|---------------------------|
| *BUS 122   | BUS 122           | BUS 222               | *BUS 206  | *PSM 100                  |
| BUS 206    | *BUS 206          | *BUS 249              | BUS 208   | *PSM 105                  |
| BUS 208    | *BUS 207          | *ISC 102              | BUS 222   | *PSM 200                  |
| *BUS 223   | *BUS 208          | *ISC 202              | *BUS 237  | *PSM 201                  |
| *BUS 225   | BUS 222           | *ISC 203              | *BUS 238  | *PSM 202                  |
| *BUS 226   | *BUS 238          | *ISC 209              | *BUS 240  | *PSM 203                  |
| *BUS 230   | BUS 248           | *ISC 211              | *BUS 248  | *PSM 205                  |
| *BUS 269   | BUS 214           | MAT 214               | BUS 249   | *PSM 206                  |
| MAT 214    |                   |                       | *BUS 266  |                           |
|            |                   |                       | ECO 107   |                           |
|            |                   |                       | MAT 214   |                           |

\*Designated Courses

## Objectives of Curriculum

The objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations and utilizations of modern methods for adequate decision making.
2. An understanding of our American economic system through the study of macroeconomics; a study and analysis of the role of finance, and of marketing to include product, place, promotion, and price.
3. Knowledge in specific elements of accounting, banking and finance, marketing, industrial management, postal service management, as indicated by the student's academic choices.
4. Understanding and skill in effective communications for business.
5. Knowledge of human relations as they apply to successful business operations in our economy.

## Business Administration

|                       |     |                                       | Hrs. Per Week |          | Credit    |
|-----------------------|-----|---------------------------------------|---------------|----------|-----------|
|                       |     |                                       | Class         | Lab      | Hrs.      |
| <b>First Quarter</b>  |     |                                       |               |          |           |
| BUS                   | 101 | Introduction to Business              | 3             | 2        | 4         |
| BUS                   | 120 | Accounting I                          | 5             | 2        | 6         |
| ENG                   | 100 | Reading Comprehension                 | 1             | 2        | 2         |
| ENG                   | 101 | Fundamentals of English               | 3             | 0        | 3         |
| MAT                   | 105 | Introduction to Algebra               | 3             | 0        | 3         |
|                       |     |                                       | <u>15</u>     | <u>6</u> | <u>18</u> |
| <b>Second Quarter</b> |     |                                       |               |          |           |
| BUS                   | 110 | Business Machines                     | 1             | 3        | 2         |
| BUS                   | 121 | Accounting II                         | 5             | 2        | 6         |
| ECO                   | 102 | Economics I                           | 3             | 0        | 3         |
| ENG                   | 102 | Composition                           | 3             | 0        | 3         |
| MAT                   | 110 | Business Mathematics                  | 5             | 0        | 5         |
|                       |     |                                       | <u>17</u>     | <u>5</u> | <u>19</u> |
| <b>Third Quarter</b>  |     |                                       |               |          |           |
| BUS                   | 123 | Finance I                             | 5             | 0        | 5         |
| BUS                   | 125 | Introduction to Banking Fundamentals  | 5             | 0        | 5         |
| BUS                   | 239 | Introduction to Marketing             | 5             | 0        | 5         |
| ECO                   | 104 | Economics II                          | 3             | 0        | 3         |
| MAT                   | 112 | Mathematics of Finance                | 3             | 2        | 4         |
|                       |     |                                       | <u>21</u>     | <u>2</u> | <u>22</u> |
| <b>Fourth Quarter</b> |     |                                       |               |          |           |
| BUS                   | 115 | Business Law I                        | 3             | 0        | 3         |
| EDP                   | 104 | Introduction Business Data Processing | 2             | 2        | 3         |
| ENG                   | 204 | Oral Communication                    | 3             | 0        | 3         |
|                       |     |                                       | <u>8</u>      | <u>2</u> | <u>9</u>  |



|                           |     |   | Hrs. Per Week |     | Credit |
|---------------------------|-----|---|---------------|-----|--------|
|                           |     |   | Class         | Lab | Hrs.   |
| <b>Possible Electives</b> |     |   |               |     |        |
| BUS                       | 122 | Accounting III                          | 5             | 2   | 6      |
| BUS                       | 206 | Banking and Finance Credit              | 5             | 0   | 5      |
| BUS                       | 240 | Channels of Distribution                | 5             | 0   | 5      |
| ISC                       | 102 | Industrial Safety                       | 3             | 0   | 3      |
| ISC                       | 209 | Plant Layout                            | 3             | 2   | 4      |
| OTC                       | 101 | Basic Typewriting                       | 2             | 3   | 3      |
| PSM                       | 100 | Postal Service History and Organization | 3             | 0   | 3      |
| PSM                       | 105 | Mail Processing II                      | 2             | 4   | 4      |

### Fifth Quarter

|     |     |                                  |          |          |           |
|-----|-----|----------------------------------|----------|----------|-----------|
| BUS | 116 | Business Law II                  | 3        | 0        | 3         |
| BUS | 234 | Introduction to Management       | 3        | 2        | 4         |
| EDP | 106 | Applied Business Data Processing | 1        | 4        | 3         |
|     |     |                                  | <u>7</u> | <u>6</u> | <u>10</u> |

### Possible Electives

|     |     |                                |   |   |   |
|-----|-----|--------------------------------|---|---|---|
| BUS | 207 | Principles of Bank Operations  | 3 | 2 | 4 |
| BUS | 222 | Control Accounting             | 3 | 2 | 4 |
| BUS | 223 | Intermediate Accounting        | 5 | 0 | 5 |
| BUS | 236 | Small Business Management      | 3 | 0 | 3 |
| BUS | 238 | Consumer Behavior              | 3 | 2 | 4 |
| BUS | 266 | Professional Sales Techniques  | 3 | 0 | 3 |
| ISC | 202 | Quality Control                | 3 | 2 | 4 |
| MAT | 214 | Statistics                     | 5 | 0 | 5 |
| PSM | 203 | Postal Customer Service        | 2 | 4 | 4 |
| PSM | 205 | Postal Delivery and Collection | 2 | 4 | 4 |
| SOC | 201 | Sociology                      | 3 | 0 | 3 |

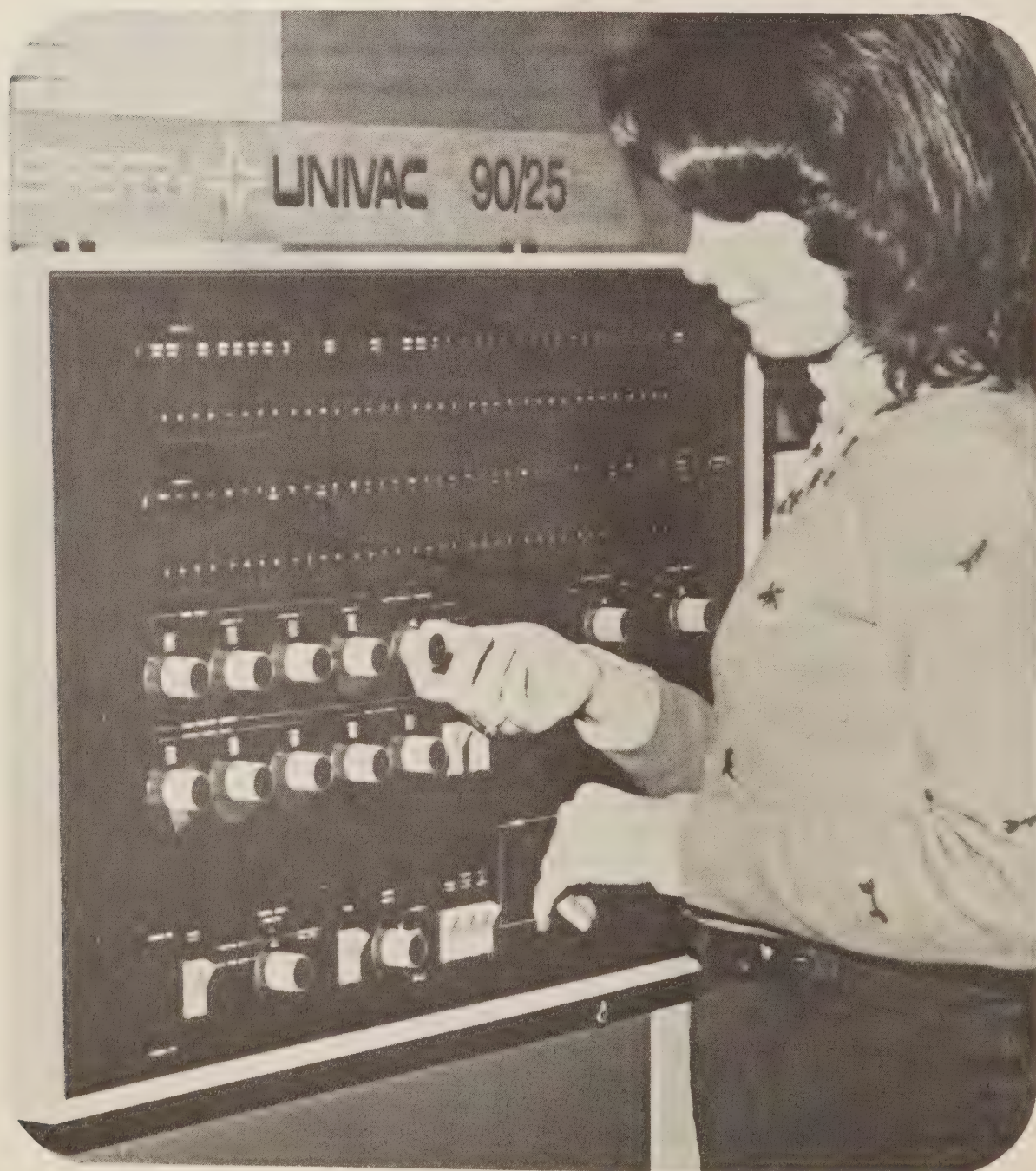
### Sixth Quarter

|     |     |                         |          |          |           |
|-----|-----|-------------------------|----------|----------|-----------|
| BUS | 229 | Taxes I                 | 3        | 2        | 4         |
| ENG | 206 | Business Communications | 3        | 0        | 3         |
| PSY | 206 | Applied Psychology      | 3        | 0        | 3         |
|     |     |                         | <u>9</u> | <u>2</u> | <u>10</u> |

### Possible Electives

|     |     |   |   |   |   |
|-----|-----|---|---|---|---|
| BUS | 208 | Financial Statements Analysis             | 3 | 2 | 4 |
| BUS | 225 | Cost Accounting I                         | 5 | 0 | 5 |
| BUS | 231 | Government and Business                   | 3 | 0 | 3 |
| BUS | 235 | Business Organization and Management      | 3 | 2 | 4 |
| BUS | 237 | Advertising                               | 5 | 0 | 5 |
| BUS | 248 | Marketing Research                        | 5 | 0 | 5 |
| BUS | 249 | Inventory Control                         | 5 | 0 | 5 |
| BUS | 269 | Auditing                                  | 3 | 2 | 4 |
| BUS | 296 | Real Estate Fundamentals for Salespersons | 5 | 0 | 5 |
| BUS | 297 | Real Estate Fundamentals for Brokers I    | 5 | 0 | 5 |
| ISC | 203 | Time and Motion Study                     | 3 | 2 | 4 |
| PSM | 200 | Postal Service Labor Management           | 3 | 0 | 3 |
| PSM | 201 | Postal Service Support                    | 2 | 4 | 4 |

|                           |     |   | Hrs. Per Week<br>Class | Lab     | Credit<br>Hrs. |
|---------------------------|-----|---|------------------------|---------|----------------|
| <b>Seventh Quarter</b>    |     |   |                        |         |                |
| BUS                       | 233 | Personnel Management & Supervision      | 5                      | 0       | 5              |
| BUS                       | 247 | Insurance                               | 5                      | 0       | 5              |
| ENG                       | 103 | Report Writing                          | 3                      | 0       | 3              |
|                           |     |   | <hr/> 13               | <hr/> 0 | <hr/> 13       |
| <b>Possible Electives</b> |     |   |                        |         |                |
| BUS                       | 226 | Cost Accounting II                      | 5                      | 0       | 5              |
| BUS                       | 230 | Taxes II                                | 3                      | 2       | 4              |
| BUS                       | 266 | Professional Sales Technique            | 3                      | 0       | 3              |
| BUS                       | 298 | Real Estate Fundamentals for Brokers II | 5                      | 0       | 5              |
| ECO                       | 107 | Consumer Economics                      | 3                      | 0       | 3              |
| ISC                       | 211 | Work Measurement                        | 3                      | 2       | 4              |
| PSM                       | 202 | Postal Employee Services                | 3                      | 2       | 4              |
| PSM                       | 206 | Postal Problems Analysis                | 2                      | 4       | 4              |





## **ELECTRONIC DATA PROCESSING**

Increasing business and industrial use of computers in North Carolina is providing a trend of increasing job opportunities in the field of electronic data processing. There is a need for qualified personnel to initiate and maintain electronic data processing functions and operations at all levels. The education and experience acquired through this curriculum prepares the student for many positions in the field of electronic data processing and in related areas of business and industry.

The Electronic Data Processing Department offers two options: Business Programming and Data Processing Operations. Both are designed to meet the needs of individual students and to provide personnel to meet employment needs of business and industry. Both options are identical for the first quarter to allow the student time to elect his preference.

Business Programming is a seven quarter curriculum and leads to an Associate in Applied Science Degree. Most credits may be transferred to senior institutions. Data Processing Operations is a three quarter program following four quarters in Office Technology and leads to a Technical Diploma.

The electronic data processing hardware available to all students consists of IBM and UNIVAC unit-record equipment, and the UNIVAC 90/25 computer. The UNIVAC system is configured with two disk drives, two tape drives, a line printer, a card reader, a card punch, six CRT's, and one console CRT. The UNIVAC 90/25 represents a system using current technologies in hardware and software.

### **Business Programming**

This curriculum is designed to give the student a broad background in business data processing. Technical courses emphasizing computer programming in several modern computer languages, systems and procedures in data processing, and computer operations are supported by many courses from which practical business, commercial, and industrial application problems may be selected. The data processing courses include lectures to introduce theory and new concepts, example problems utilizing common techniques, and practical laboratory problems for the individual students. (Must meet same specific entrance requirements as Engineering Technology.)

### **Occupational Opportunities**

Business programming graduates have opportunities in computer programming, computer operations, systems analysis, and data processing supervision. These positions may be found in banking, business, civil service, educational institutions, industry, and insurance.

## Business Programming

|                        |     |  | Hrs. Per Week<br>Class | Lab       | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|-----------|----------------|
| <b>First Quarter</b>   |     |  |                        |           |                |
| EDP                    | 104 | Introduction to Business Data Processing | 2                      | 2         | 3              |
| BUS                    | 101 | Introduction to Business                 | 3                      | 2         | 4              |
| ENG                    | 100 | Reading Comprehension                    | 1                      | 2         | 2              |
| ENG                    | 101 | Fundamentals of English                  | 3                      | 0         | 3              |
| MAT                    | 100 | Basic Mathematics                        | 5                      | 0         | 5              |
|                        |     |  | <u>14</u>              | <u>6</u>  | <u>17</u>      |
| <b>Second Quarter</b>  |     |  |                        |           |                |
| EDP                    | 107 | Third Generation Operating Systems       | 3                      | 2         | 4              |
| EDP                    | 108 | Business Programming (Assembler)         | 3                      | 2         | 4              |
| BUS                    | 120 | Accounting I                             | 5                      | 2         | 6              |
| MAT                    | 101 | Algebra and Trigonometry I               | 5                      | 0         | 5              |
|                        |     |  | <u>16</u>              | <u>6</u>  | <u>19</u>      |
| <b>Third Quarter</b>   |     |  |                        |           |                |
| EDP                    | 109 | Systems and Procedures (Assembler)       | 2                      | 3         | 3              |
| BUS                    | 121 | Accounting II                            | 5                      | 2         | 6              |
| MAT                    | 102 | Algebra and Trigonometry II              | 5                      | 0         | 5              |
| PSY                    | 206 | Applied Psychology                       | 3                      | 0         | 3              |
|                        |     |  | <u>15</u>              | <u>5</u>  | <u>17</u>      |
| <b>Fourth Quarter</b>  |     |  |                        |           |                |
| EDP                    | 205 | Scientific Programming (FORTRAN IV)      | 3                      | 2         | 4              |
| EDP                    | 206 | Systems and Procedures (FORTRAN IV)      | 2                      | 3         | 3              |
| ECO                    | 102 | Economics I                              | 3                      | 0         | 3              |
| ENG                    | 102 | Composition                              | 3                      | 0         | 3              |
| MAT                    | 214 | Statistics                               | 5                      | 0         | 5              |
|                        |     |  | <u>16</u>              | <u>5</u>  | <u>18</u>      |
| <b>Fifth Quarter</b>   |     |  |                        |           |                |
| EDP                    | 218 | Business Programming (RPG)               | 3                      | 2         | 4              |
| EDP                    | 219 | Systems and Procedures (RPG)             | 2                      | 3         | 3              |
| BUS                    | 222 | Control Accounting                       | 3                      | 2         | 4              |
| ENG                    | 204 | Oral Communications                      | 3                      | 0         | 3              |
| MAT                    | 112 | Mathematics of Finance                   | 3                      | 2         | 4              |
|                        |     |  | <u>14</u>              | <u>9</u>  | <u>18</u>      |
| <b>Sixth Quarter</b>   |     |  |                        |           |                |
| EDP                    | 118 | Data Base Management Concepts            | 3                      | 2         | 4              |
| EDP                    | 215 | Business Programming (COBOL)             | 3                      | 2         | 4              |
| EDP                    | 216 | Systems and Procedures (COBOL)           | 2                      | 3         | 3              |
| EDP                    | 220 | Systems Analysis and Design              | 2                      | 3         | 3              |
| BUS                    | 233 | Personnel Management and Supervision     | 5                      | 0         | 5              |
|                        |     |  | <u>15</u>              | <u>10</u> | <u>19</u>      |
| <b>Seventh Quarter</b> |     |  |                        |           |                |
| EDP                    | 217 | Business Programming (Advanced COBOL)    | 2                      | 3         | 3              |
| EDP                    | 221 | Advanced Projects (COBOL)                | 2                      | 3         | 3              |
| BUS                    | 234 | Introduction to Management               | 3                      | 2         | 4              |
| ECO                    | 107 | Consumer Economics                       | 3                      | 0         | 3              |
| ENG                    | 103 | Report Writing                           | 3                      | 0         | 3              |
|                        |     |  | <u>13</u>              | <u>8</u>  | <u>16</u>      |



## Data Processing Operations

Data Processing Operations is designed to provide the student with data entry skills and computer operation abilities. This curriculum provides a broad base of general office skills in addition to a concentration in data entry skill development. A graduate of this program earns the Associate of Data Processing Operations Technical Diploma.

### Data Processing Operations Entrance Requirements

A student must have completed the first four quarters of the Office Technology Program with a minimum quality point average of 2.0 to enter the Data Processing Operations Program. Courses considered as major area consist of those with an OTC prefix in the first four quarters and all EDP courses.

### Occupational Opportunities

Graduates are qualified to perform clerical functions as part of data processing and user departments. In addition to basic data-entry skills, the graduate, through training and practical experience, is qualified for jobs titled computer operator trainee, data-entry operator, control clerk, tape librarian, and for positions in other data-support functions.

## Data Processing Operations

|                 |  |           | Hrs. Per Week | Credit    |      |
|-----------------|--|-----------|---------------|-----------|------|
|                 |  |           | Class         | Lab       | Hrs. |
| Fifth Quarter   |  |           |               |           |      |
| EDP 104         | Introduction to Business Data Processing | 2         | 2             | 3         |      |
| EDP 160         | EDP Operations                           | 2         | 3             | 3         |      |
| EDP 172         | Keypunching Skill Development            | 2         | 3             | 3         |      |
| *BUS 119        | Clerical Accounting III                  | 5         | 2             | 6         |      |
| †OTC 272        | Vocabulary Building                      | 2         | 0             | 2         |      |
|                 |  | <u>13</u> | <u>10</u>     | <u>17</u> |      |
| Sixth Quarter   |  |           |               |           |      |
| EDP 163         | Special Projects                         | 2         | 3             | 3         |      |
| EDP 168         | Production Data Entry                    | 1         | 4             | 3         |      |
| ENG 204         | Oral Communications                      | 3         | 0             | 3         |      |
| OTC 216         | Payroll Procedures                       | 5         | 0             | 5         |      |
|                 |  | <u>11</u> | <u>7</u>      | <u>14</u> |      |
| Seventh Quarter |  |           |               |           |      |
| ††EDP 173       | Cooperative Experience                   | 0         | 20            | 2         |      |
| ††EDP 174       | Seminar on Cooperative Education         | 2         | 0             | 2         |      |
|                 |  | <u>2</u>  | <u>20</u>     | <u>4</u>  |      |

\*BUS 120 and BUS 121 may be substituted for BUS 117, BUS 118, and BUS 119

†SSC courses with similar digits, course titles, and subject content may be substituted for OTC courses with the department chairperson's permission.

††Subject to departmental guidelines, appropriate work experience may be used in lieu of EDP 173 and EDP 174.

## OFFICE EDUCATION

The Office Education Department endeavors to teach students those skills and attitudes necessary to staff positions found in any type of office.

The student may choose one of two approaches to achieve this goal: Secretarial Science or Office Technology. Both programs are twenty-one months in length. **The Associate in Applied Science degree is awarded the Secretarial Science graduate; the Office Technologist earns the Associate of Office Technology-Technical Diploma.**

### Secretarial Science

The purpose of the curriculum is to instruct the student in the aspects involved in the role of the secretary in order to enable the individual to succeed in the position as the communication's link for management.

To accomplish this purpose, the department endeavors to teach, in addition to skills and general business courses, occupational intelligence, and also endeavors to help the student develop a secretarial personality.

### Occupational Opportunities

A graduate of this program could perform in any secretarial position in business, industry, education, government, etc. With additional specialized work, the individual also could qualify to enter a secretarial position in the field of health services or law.

### †Secretarial Science

|                       |     |  | Hrs. Per Week<br>Class | Lab   | Credit<br>Hrs. |
|-----------------------|-----|--|------------------------|-------|----------------|
| <b>First Quarter</b>  |     |  |                        |       |                |
| *SSC                  | 100 | Shorthand Speed Building                     | 1                      | 2     | 2              |
| SSC                   | 101 | Basic Typewriting (or Credit by Examination) | 2                      | 3     | 3              |
| SSC                   | 102 | Shorthand                                    | 3                      | 2     | 4              |
| BUS                   | 101 | Introduction to Business                     | 3                      | 2     | 4              |
| ENG                   | 100 | Reading Comprehension                        | 1                      | 2     | 2              |
| ENG                   | 101 | Fundamentals of English                      | 3                      | 0     | 3              |
|                       |     |  | 12 (10)                | 9 (9) | 16 (14)        |
| <b>Second Quarter</b> |     |  |                        |       |                |
| SSC                   | 103 | Advanced Typewriting                         | 2                      | 3     | 3              |
| SSC                   | 104 | Shorthand                                    | 3                      | 2     | 4              |
| SSC                   | 127 | Business English                             | 3                      | 0     | 3              |
| BUS                   | 115 | Business Law I                               | 3                      | 0     | 3              |
| MAT                   | 110 | Business Mathematics                         | 5                      | 0     | 5              |
|                       |     |  | 16                     | 5     | 18             |
| <b>Third Quarter</b>  |     |  |                        |       |                |
| SSC                   | 105 | Expert Typewriting                           | 2                      | 3     | 3              |
| SSC                   | 106 | Shorthand                                    | 3                      | 2     | 4              |
| BUS                   | 110 | Business Machines                            | 1                      | 3     | 2              |
| BUS                   | 120 | Accounting I                                 | 5                      | 2     | 6              |
| ENG                   | 102 | Composition                                  | 3                      | 0     | 3              |
|                       |     |  | 14                     | 10    | 18             |



|                        |     |  | Hrs. Per Week<br>Class | Lab     | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|---------|----------------|
| <b>Fourth Quarter</b>  |     |  |                        |         |                |
| SSC                    | 108 | Shorthand                                  | 3                      | 2       | 4              |
| SSC                    | 111 | Information Processing Systems             | 2                      | 2       | 3              |
| SSC                    | 112 | Filing                                     | 3                      | 0       | 3              |
| SSC                    | 113 | Personality Development for Secretaries    | 3                      | 0       | 3              |
| BUS                    | 121 | Accounting II                              | 5                      | 2       | 6              |
|                        |     |  | <hr/> 16               | <hr/> 6 | <hr/> 19       |
| <b>Fifth Quarter</b>   |     |  |                        |         |                |
| SSC                    | 205 | Professional Typewriting                   | 2                      | 3       | 3              |
| SSC                    | 206 | Dictation and Transcription                | 3                      | 2       | 4              |
| ECO                    | 105 | Introduction to Economics                  | 5                      | 0       | 5              |
| EDP                    | 104 | Introduction to Business Data Processing   | 2                      | 2       | 3              |
| ENG                    | 204 | Oral Communication                         | 3                      | 0       | 3              |
|                        |     |  | <hr/> 15               | <hr/> 7 | <hr/> 18       |
| <b>Sixth Quarter</b>   |     |  |                        |         |                |
| SSC                    | 207 | Secretarial Procedures & Administration I  | 3                      | 2       | 4              |
| SSC                    | 208 | Dictation and Transcription                | 3                      | 2       | 4              |
| SSC                    | 272 | Terminology                                | 2                      | 0       | 2              |
| ECO                    | 107 | Consumer Economics                         | 3                      | 0       | 3              |
| ENG                    | 205 | Written Communication                      | 5                      | 0       | 5              |
|                        |     |  | <hr/> 16               | <hr/> 4 | <hr/> 18       |
| <b>Seventh Quarter</b> |     |  |                        |         |                |
| SSC                    | 209 | Secretarial Procedures & Administration II | 3                      | 2       | 4              |
| SSC                    | 210 | Dictation and Transcription                | 3                      | 2       | 4              |
| SSC                    | 271 | Office Management                          | 3                      | 0       | 3              |
| PSY                    | 206 | Applied Psychology                         | 3                      | 0       | 3              |
|                        |     |  | <hr/> 12               | <hr/> 4 | <hr/> 14       |

\*SSC 100—Only for students who have had previous shorthand training. Class hours dependent upon shorthand class taken.

†Credits toward the A.A.S. degree in Secretarial Science may be given to persons holding the Certified Professional Secretary rating. If interested, those holding this certification should contact the Chairperson, Department of Office Education. Persons interested in becoming a candidate for the certification can obtain information from the Institute for Certifying Secretaries, 2440 Pershing Road, Suite 6, 10 Crown Center, Kansas City, Missouri 64108.

†Credits toward the A.A.S. degree in Secretarial Science may be given to persons holding the Professional Legal Secretary rating. If interested, those holding this certification should contact the Chairperson, Department of Office Education. Persons interested in becoming a candidate for the certification can obtain information from the National Association of Legal Secretaries (International), Administrative Offices, 3005 East Skelly Drive, Suite 120, Tulsa, Oklahoma 74105.

## Office Technology

The purpose of this curriculum is to provide training for students who wish to enter the office in positions of varied responsibilities. Because of the trend toward expansion of business and government activities, the number of different skills required in the office has also expanded. This curriculum provides a broad general base of office skills with which the graduate may enter an office to perform any number of various tasks.

## Occupational Opportunities

A graduate of this program earns the Associate of Office Technology-Technical Diploma and should be able to find employment in any office regardless of size, but specifically the graduate may locate in the rapidly growing health field as a ward secretary, in medical records, as a receptionist in a doctor's office or in industry the graduate may find employment in the personnel office, the bookkeeping department; in educational institutions; in banking, employment may be found as tellers or transit clerks. The graduate may qualify for a GS-2 or GS-3 Civil Service rating and may also find employment in office positions for state and local governments.

### Office Technology

|                       |  |  | Hrs. Per Week<br>Class | Lab          | Credit<br>Hrs. |
|-----------------------|--|--|------------------------|--------------|----------------|
| <b>First Quarter</b>  |  |  |                        |              |                |
| †OTC 101              | Basic Typewriting (or Credit by Examination) |  | 2                      | 3            | 3              |
| *ENG 111              | Grammar                                      |  | 5                      | 0            | 5              |
| ENG 100               | Reading Comprehension                        |  | 1                      | 2            | 2              |
| MAT 108               | Business Arithmetic                          |  | 5                      | 0            | 5              |
|                       |  |  | <u>13</u>              | <u>5</u>     | <u>15</u>      |
| <b>Second Quarter</b> |  |  |                        |              |                |
| †OTC 103              | Advanced Typewriting                         |  | 2                      | 3            | 3              |
| BUS 100               | Contemporary Business                        |  | 3                      | 2            | 4              |
| BUS 110               | Business Machines                            |  | 1                      | 3            | 2              |
| ENG 102               | Composition                                  |  | 3                      | 0            | 3              |
| *PSY 1101             | Human Relations                              |  | 3                      | 0            | 3              |
|                       |  |  | <u>12</u>              | <u>8</u>     | <u>15</u>      |
| <b>Third Quarter</b>  |  |  |                        |              |                |
| †OTC 105              | Expert Typewriting                           |  | 2                      | 3            | 3              |
| *OTC 100              | Spelling and Punctuation Study               |  | 3                      | 0            | 3              |
| *BUS 117              | Clerical Accounting                          |  | 5                      | 2            | 6              |
| *ECO 108              | Consumer Economics                           |  | 5                      | 0            | 5              |
| †OTC 111              | Information Processing Technologies          |  | 2                      | 2            | 3              |
| (EDP 171              | Basic Key punching)                          |  | (2)                    | (3)          | (3)            |
|                       |  |  | <u>17</u>              | <u>7 (8)</u> | <u>20</u>      |



|                       |                                      | Hrs. Per Week | Credit   |
|-----------------------|--------------------------------------|---------------|----------|
|                       |                                      | Class         | Lab Hrs. |
| <b>Fourth Quarter</b> |                                      |               |          |
| †OTC 113              | Personality Development              | 3             | 0 3      |
| †OTC 205              | Professional Typewriting             | 2             | 3 3      |
| *OTC 116              | Filing                               | 5             | 0 5      |
| *BUS 118              | Clerical Accounting II               | 5             | 2 6      |
| EDP 171               | Basic Key punching                   | 2             | 3 3      |
| (OTC 111              | Information Processing Technologies) | (2)           | (2) (3)  |
|                       |                                      | 17            | 7 (8) 20 |

NOTE: At this point, students meet entrance requirements for the Data Processing operations curriculum.

#### Fifth Quarter

|          |  |    |      |
|----------|--|----|------|
| OTC 110  | Practical Office English                 | 3  | 0 3  |
| OTC 211  | Typing Office Practice                   | 2  | 3 3  |
| †OTC 272 | Vocabulary Building                      | 2  | 0 2  |
| *BUS 119 | Clerical Accounting III                  | 5  | 2 6  |
| EDP 104  | Introduction to Business Data Processing | 2  | 2 3  |
|          |  | 14 | 7 17 |

#### Sixth Quarter

|         |                        |    |      |
|---------|------------------------|----|------|
| OTC 213 | Office Procedures      | 3  | 2 4  |
| OTC 214 | Machine Transcription  | 2  | 3 3  |
| OTC 216 | Payroll Procedures     | 5  | 0 5  |
| ENG 204 | Oral Communications    | 3  | 0 3  |
| ENG 205 | Written Communications | 5  | 0 5  |
|         |                        | 18 | 5 20 |

#### Seventh Quarter

|           |                                  |   |      |
|-----------|----------------------------------|---|------|
| ††OTC 218 | Cooperative Education            | 0 | 20 2 |
| ††OTC 220 | Seminar on Cooperative Education | 2 | 0 2  |
|           |                                  | 2 | 20 4 |

\*The following substitutions may be made: ECO 108- ECO 105; ENG 111-ENG 101; PSY 1101- PSY 206; OTC 100- SSC 127; BUS 117, BUS 118, BUS 119- BUS 120, BUS 121; OTC 116- SSC 112.

†SSC courses with similar digits, course titles, and subject content may be substituted for OTC courses with department chairperson's permission.

††Subject to departmental guidelines, appropriate work experience may be used in lieu of OTC 218 and OTC 220. Evening students may take these courses through the day program or meet the work experience requirement.

# **DIVISION OF ENGINEERING TECHNOLOGY**

## **A.A.S. DEGREE CONFERRED**

The following areas of study are included in the school of engineering technology:

- Chemical Engineering Technology
- Civil Engineering Technology
- Drafting and Design Technology
- Electronics Technology
- Mechanical Engineering Technology

The curriculums in the school of engineering technology are seven quarters in duration and will require about twenty-five to thirty hours per week in classroom and laboratory work. If a student elects to enroll in the school of engineering technology through evening division, the time required for completion will be extended.

The Division of Engineering Technology will require each student to demonstrate an ability to do research as it relates to original thinking. Certain courses are required of every student irrespective of the curriculum area. These courses are core courses and will serve as supporting areas of study in addition to the subjects required by the technical specialty.

## **SPECIFIC ENTRANCE REQUIREMENTS FOR ENGINEERING TECHNOLOGY PROGRAMS**

1. Be a high school graduate or have a state approved equivalent education.
2. Submit transcripts of high school and post high school education.
3. Students must demonstrate mathematics proficiency:
  - a. have high school credit for two units of math, one of which is in algebra and the other in algebra II, plane geometry, or equivalent.
  - b. achieve satisfactory scores on mathematics placement examination.

Recommended: The candidate should have completed a unit of science beyond general science, such as physics or chemistry.
4. Must demonstrate suitability for technical training as determined by appropriate test.
5. The College may require a complete physical examination.
6. Must have a personal interview with designated school representatives.



# CHEMICAL ENGINEERING TECHNOLOGY

## (Industrial)

The chemical technology student studies the fundamentals of general chemistry and organic chemistry and learns how to perform qualitative, and analytical analyses. The student will study substances and the reactions between them and learn the methods and procedures used in the discovery and development of new products. In the unit operation laboratory the student will learn material handling; crushing, grinding, and sizing; he studies chemical machinery and methods used in extraction, distillation, evaporation, drying, absorption, and heat transfer. He also devises, installs, and operates chemical manufacturing processes.

### Occupational Opportunities

The chemical technology graduate will find employment in a wide variety of fields such as foods, metals, paints, glass, plastics, rubber, fuels, paper, building products, dyes, oils, lubricants, heavy chemicals, crime laboratory and water and air pollution.

This individual will fill such jobs as research assistant, control chemist, laboratory technician, chemical analyst, and pilot plant foreman.

### Chemical Engineering Technology

|                |     |                             | Hrs. Per Week |     | Credit |
|----------------|-----|-----------------------------|---------------|-----|--------|
|                |     |                             | Class         | Lab | Hrs.   |
| First Quarter  |     |                             |               |     |        |
| CHM            | 111 | General Chemistry           | 3             | 4   | 5      |
| ECO            | 105 | Introduction to Economics   | 5             | 0   | 5      |
| ENG            | 101 | Fundamentals of English     | 3             | 0   | 3      |
| MAT            | 100 | Basic Mathematics           | 5             | 0   | 5      |
|                |     |                             | 16            | 4   | 18     |
| Second Quarter |     |                             |               |     |        |
| CHM            | 112 | General Chemistry           | 3             | 4   | 5      |
| ENG            | 102 | Composition                 | 3             | 0   | 3      |
| MAT            | 101 | Algebra and Trigonometry I  | 5             | 0   | 5      |
| MEC            | 111 | Manufacturing Processes     | 3             | 3   | 4      |
| PHY            | 101 | Properties of Matter        | 3             | 2   | 4      |
|                |     |                             | 17            | 9   | 21     |
| Third Quarter  |     |                             |               |     |        |
| CHM            | 113 | General Chemistry           | 3             | 4   | 5      |
| CHM            | 121 | Qualitative Analysis        | 3             | 6   | 5      |
| ENG            | 103 | Report Writing              | 3             | 0   | 3      |
| MAT            | 102 | Algebra and Trigonometry II | 5             | 0   | 5      |
| PHY            | 102 | Mechanics                   | 3             | 2   | 4      |
|                |     |                             | 17            | 12  | 22     |

|                        |     |  | Hrs. Per Week<br>Class | Lab      | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|----------|----------------|
| <b>Fourth Quarter</b>  |     |  |                        |          |                |
| CHM                    | 222 | Quantitative Chemical Analysis             | 3                      | 6        | 5              |
| DFT                    | 106 | Graphic Analysis                           | 2                      | 4        | 4              |
| ENG                    | 204 | Oral Communications                        | 3                      | 0        | 3              |
| MAT                    | 103 | Analytical Geometry and Calculus I         | 5                      | 0        | 5              |
| PHY                    | 103 | Electricity                                | 3                      | 2        | 4              |
|                        |     |  | <hr/> 16               | <hr/> 12 | <hr/> 21       |
| <b>Fifth Quarter</b>   |     |  |                        |          |                |
| CHM                    | 223 | Quantitative Chemical Analysis             | 2                      | 9        | 5              |
| CHM                    | 231 | Organic Chemistry                          | 3                      | 6        | 5              |
| MEC                    | 235 | Hydraulics and Pneumatics                  | 3                      | 3        | 4              |
| SOC                    | 201 | Sociology                                  | 3                      | 0        | 3              |
|                        |     |  | <hr/> 11               | <hr/> 18 | <hr/> 17       |
| <b>Sixth Quarter</b>   |     |  |                        |          |                |
| CHM                    | 232 | Organic Chemistry                          | 3                      | 6        | 5              |
| CHM                    | 241 | Industrial Chemical Analysis               | 3                      | 9        | 6              |
| PSY                    | 206 | Applied Psychology                         | 3                      | 0        | 3              |
|                        |     |  | <hr/> 9                | <hr/> 15 | <hr/> 14       |
| <b>Seventh Quarter</b> |     |  |                        |          |                |
| CHM                    | 242 | Industrial Chemical Analysis               | 3                      | 9        | 6              |
| CHM                    | 244 | Environmental Chemistry                    | 3                      | 2        | 4              |
| EDP                    | 105 | Introduction to Scientific Data Processing | 2                      | 2        | 3              |
|                        |     |  | <hr/> 8                | <hr/> 13 | <hr/> 13       |

## CIVIL ENGINEERING TECHNOLOGY

Construction technicians perform many of the planning and supervisory tasks necessary in the construction of highways, bridges, power plants, dams, missile sites, airfield, water and sewage treatment plants, industrial buildings and utilities. In the planning stages of construction they may be engaged in estimating costs, ordering materials, interpreting specifications, computing earthwork and fills and storm drainage requirements, surveying or drafting. Once the actual construction work has begun, many technicians perform supervisory functions. Some may be responsible for seeing that construction activities are performed in proper sequence, and for inspecting the work as it progresses for conformance with blueprints and specifications.

### Occupational Opportunities

Graduates should qualify for various jobs such as surveying instrument men or party chiefs, construction estimators, materials testing technicians (lab or field), construction foremen, structures and materials design technicians, construction equipment and materials salesmen, and field draftsmen.



## Civil Engineering Technology

|                        |     |  | Hrs. Per Week<br>Class | Lab      | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|----------|----------------|
| <b>First Quarter</b>   |     |  |                        |          |                |
| CIV                    | 217 | Construction Methods and Equipment         | 4                      | 4        | 6              |
| SOC                    | 210 | Sociology                                  | 3                      | 0        | 3              |
| ENG                    | 101 | Fundamentals of English                    | 3                      | 0        | 3              |
| MAT                    | 100 | Basic Mathematics                          | 5                      | 0        | 5              |
|                        |     |  | <hr/> 15               | <hr/> 4  | <hr/> 17       |
| <b>Second Quarter</b>  |     |  |                        |          |                |
| CIV                    | 220 | Construction Planning                      | 4                      | 0        | 4              |
| DFT                    | 101 | Drafting                                   | 2                      | 4        | 4              |
| ENG                    | 102 | Composition                                | 3                      | 0        | 3              |
| MAT                    | 101 | Algebra and Trigonometry I                 | 5                      | 0        | 5              |
| PHY                    | 101 | Properties of Matter                       | 3                      | 2        | 4              |
|                        |     |  | <hr/> 17               | <hr/> 6  | <hr/> 20       |
| <b>Third Quarter</b>   |     |  |                        |          |                |
| CIV                    | 101 | Surveying                                  | 2                      | 6        | 4              |
| CIV                    | 114 | Statics                                    | 5                      | 0        | 5              |
| MAT                    | 102 | Algebra and Trigonometry II                | 5                      | 0        | 5              |
| PHY                    | 102 | Mechanics                                  | 3                      | 2        | 4              |
|                        |     |  | <hr/> 15               | <hr/> 8  | <hr/> 18       |
| <b>Fourth Quarter</b>  |     |  |                        |          |                |
| CIV                    | 103 | Surveying                                  | 2                      | 6        | 4              |
| CIV                    | 216 | Strength of Materials                      | 5                      | 0        | 5              |
| DFT                    | 104 | Civil Drafting                             | 2                      | 4        | 4              |
| ENG                    | 204 | Oral Communications                        | 3                      | 0        | 3              |
| *MAT                   | 103 | Analytical Geometry and Calculus I         | 5                      | 0        | 5              |
|                        |     |  | <hr/> 17               | <hr/> 10 | <hr/> 21       |
| <b>Fifth Quarter</b>   |     |  |                        |          |                |
| CIV                    | 102 | Surveying                                  | 2                      | 6        | 4              |
| CIV                    | 218 | Plain and Reinforced Concrete              | 4                      | 4        | 6              |
| CIV                    | 202 | Properties of Soils                        | 2                      | 2        | 3              |
| PHY                    | 103 | Electricity                                | 3                      | 2        | 4              |
|                        |     |  | <hr/> 11               | <hr/> 14 | <hr/> 17       |
| <b>Sixth Quarter</b>   |     |  |                        |          |                |
| CIV                    | 225 | Estimates, Codes and Specifications        | 4                      | 4        | 6              |
| CIV                    | 221 | Asphalt                                    | 2                      | 2        | 3              |
| CIV                    | 219 | Steel and Timber Construction              | 4                      | 4        | 6              |
| CIV                    | 228 | Engineering Relations and Ethics           | 2                      | 0        | 2              |
|                        |     |  | <hr/> 12               | <hr/> 10 | <hr/> 17       |
| <b>Seventh Quarter</b> |     |  |                        |          |                |
| CIV                    | 204 | Surveying                                  | 2                      | 6        | 4              |
| CIV                    | 227 | Construction of Highways                   | 4                      | 0        | 4              |
| CIV                    | 229 | Branches of Civil Engineering Technology   | 3                      | 0        | 3              |
| EDP                    | 105 | Introduction to Scientific Data Processing | 2                      | 2        | 3              |
| ENG                    | 103 | Report Writing                             | 3                      | 0        | 3              |
| PSY                    | 206 | Applied Psychology                         | 3                      | 0        | 3              |
|                        |     |  | <hr/> 17               | <hr/> 8  | <hr/> 20       |

\*MAT 204 may be substituted for MAT 103

## DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design Technology curriculum is designed to provide the student with knowledge and skills that will lead to employment and advancement in the field of mechanical drafting and design. This curriculum provides drafting room experience supplemented by a planned sequence of related courses and shop experiences. Emphasis is placed on the ability to think and plan, as well as drafting procedures and techniques.

Drafting and design technicians perform many aspects of drafting in a specialized field such as the developing of the drawing for a detail part, sub assembly or major component. Investigation of design factors, availability of material and equipment, production methods and facilities are frequent assignments. Technicians may assist in the design of units, cost estimating, and preparation of reports on functional performance. Also, they may be assigned as coordinators for the execution of related work of other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings.

### Occupational Opportunities

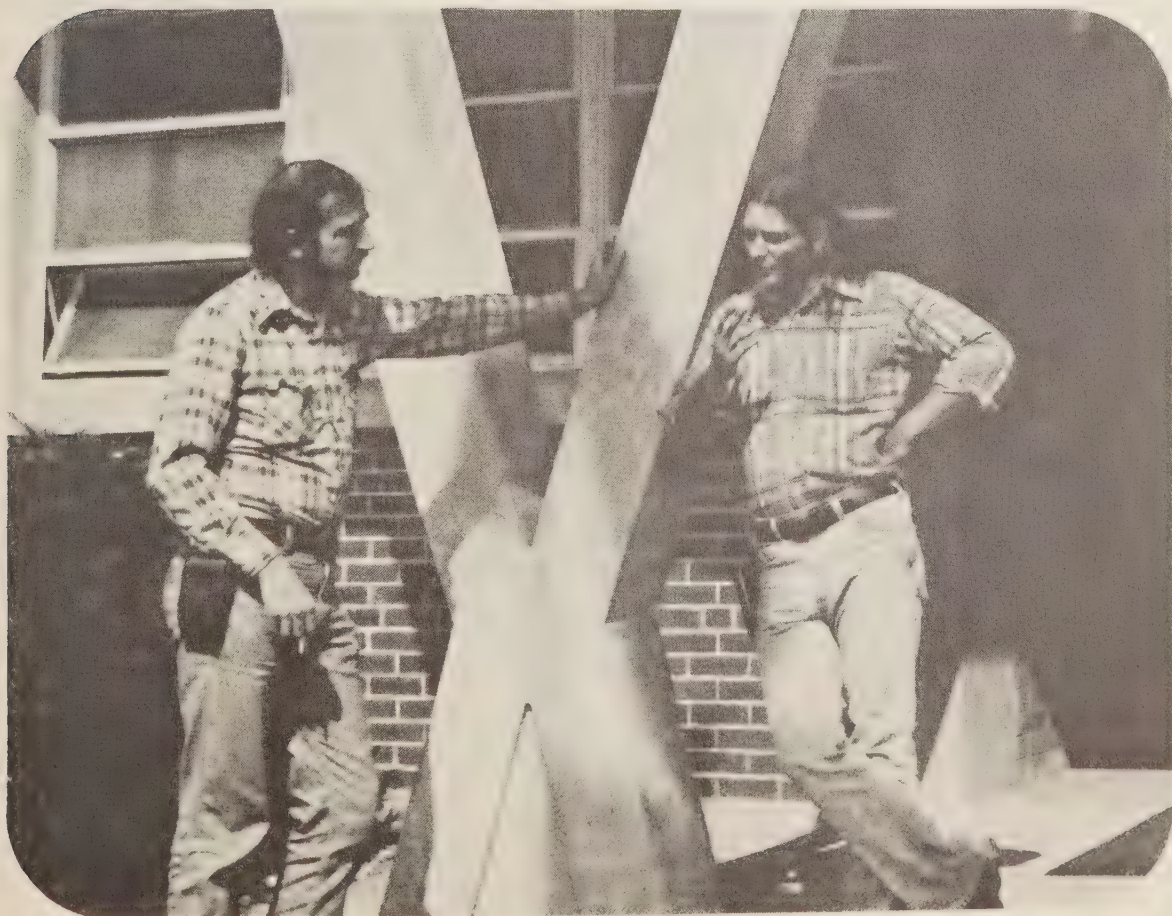
Job opportunities are found in many types of manufacturing, fabrication, research development, and service industries. Substantial numbers are also employed in communications, transportation, public utilities, consulting engineering firms, architectural firms, and governmental agencies.

### Drafting and Design Technology

|                       |     |                             | Hrs. Per Week |           | Credit    |
|-----------------------|-----|-----------------------------|---------------|-----------|-----------|
|                       |     |                             | Class         | Lab       | Hrs.      |
| <b>First Quarter</b>  |     |                             |               |           |           |
| DFT                   | 101 | Drafting                    | 2             | 4         | 4         |
| ENG                   | 101 | Fundamentals of English     | 3             | 0         | 3         |
| MAT                   | 100 | Basic Mathematics           | 5             | 0         | 5         |
| MEC                   | 111 | Manufacturing Processes     | 3             | 3         | 4         |
| SOC                   | 201 | Sociology                   | 3             | 0         | 3         |
|                       |     |                             | <u>16</u>     | <u>7</u>  | <u>19</u> |
| <b>Second Quarter</b> |     |                             |               |           |           |
| DFT                   | 102 | Drafting                    | 2             | 4         | 4         |
| ENG                   | 102 | Composition                 | 3             | 0         | 3         |
| MAT                   | 101 | Algebra and Trigonometry I  | 5             | 0         | 5         |
| MEC                   | 101 | Machine Processes           | 2             | 4         | 4         |
| PHY                   | 101 | Properties of Matter        | 3             | 2         | 4         |
|                       |     |                             | <u>15</u>     | <u>10</u> | <u>20</u> |
| <b>Third Quarter</b>  |     |                             |               |           |           |
| DFT                   | 103 | Drafting                    | 2             | 4         | 4         |
| DFT                   | 204 | Descriptive Geometry        | 2             | 6         | 4         |
| MAT                   | 102 | Algebra and Trigonometry II | 5             | 0         | 5         |
| PHY                   | 102 | Mechanics                   | 3             | 2         | 4         |
|                       |     |                             | <u>12</u>     | <u>12</u> | <u>17</u> |



|                        |     |  | Hrs. Per Week |           | Credit    |
|------------------------|-----|--|---------------|-----------|-----------|
|                        |     |  | Class         | Lab       | Hrs.      |
| <b>Fourth Quarter</b>  |     |  |               |           |           |
| DFT                    | 201 | Design Drafting I                          | 2             | 6         | 4         |
| MAT                    | 204 | Applied Mathematics                        | 5             | 0         | 5         |
| MEC                    | 105 | Statics                                    | 5             | 0         | 5         |
| MEC                    | 211 | Basic Physical Metallurgy                  | 3             | 3         | 4         |
|                        |     |  | <u>15</u>     | <u>9</u>  | <u>18</u> |
| <b>Fifth Quarter</b>   |     |  |               |           |           |
| DFT                    | 205 | Design Drafting II                         | 2             | 6         | 4         |
| MEC                    | 205 | Strength of Materials                      | 5             | 0         | 5         |
| MEC                    | 235 | Hydraulics and Pneumatics                  | 3             | 3         | 4         |
| PHY                    | 103 | Electricity                                | 3             | 2         | 4         |
|                        |     |  | <u>13</u>     | <u>11</u> | <u>17</u> |
| <b>Sixth Quarter</b>   |     |  |               |           |           |
| DFT                    | 211 | Mechanisms and Kinematics Design           | 2             | 6         | 4         |
| DFT                    | 212 | Jig and Fixture Design                     | 2             | 6         | 4         |
| ENG                    | 204 | Oral Communications                        | 3             | 0         | 3         |
| ENG                    | 103 | Report Writing                             | 3             | 0         | 3         |
|                        |     |  | <u>10</u>     | <u>12</u> | <u>14</u> |
| <b>Seventh Quarter</b> |     |  |               |           |           |
| DFT                    | 206 | Design Drafting III                        | 2             | 6         | 4         |
| DFT                    | 242 | Architectural Drafting                     | 2             | 6         | 4         |
| EDP                    | 105 | Introduction to Scientific Data Processing | 2             | 2         | 3         |
| ELC                    | 201 | Electrical Machinery                       | 3             | 0         | 3         |
| PSY                    | 206 | Applied Psychology                         | 3             | 0         | 3         |
|                        |     |  | <u>12</u>     | <u>14</u> | <u>17</u> |



# ELECTRONICS TECHNOLOGY

The Electronics Technology curriculum provides a broad theoretical and practical program of training for those who seek electronic careers in industry and government. Step by step instructional techniques are utilized to insure a sound background in theory leading to a broad understanding of complex circuits. In initial laboratory experiments, students develop skills in the use of modern electronic test equipment and measuring instruments. Later laboratory work includes analysis of circuits, construction of circuits and theory of circuit design.

The related subjects include applied physics, mathematics, technical report writing, industrial organization, technical drawing and an introduction to data processing systems. An intensive two-quarter review of mathematics is available for students desiring additional preparation in this subject.

## Occupational Opportunities

Research and development engineering assistant, computer technician, manufacturers technical representative, technical representatives, medical electronics technologists and laboratory technician.

### Electronics Technology

|                |     |                                       | Hrs. Per Week |     | Credit |
|----------------|-----|---------------------------------------|---------------|-----|--------|
|                |     |                                       | Class         | Lab | Hrs.   |
| First Quarter  |     |                                       |               |     |        |
| ELN            | 101 | Fundamentals of D.C.                  | 4             | 4   | 6      |
| ENG            | 100 | Reading Comprehension                 | 1             | 2   | 2      |
| ENG            | 101 | Fundamentals of English               | 3             | 0   | 3      |
| MAT            | 100 | Basic Mathematics                     | 5             | 0   | 5      |
| SOC            | 201 | Sociology                             | 3             | 0   | 3      |
|                |     |                                       | 16            | 6   | 19     |
| Second Quarter |     |                                       |               |     |        |
| ELN            | 102 | Fundamentals of A.C.                  | 4             | 4   | 6      |
| CHM            | 102 | Engineering Chemistry                 | 3             | 2   | 4      |
| ENG            | 102 | Composition                           | 3             | 0   | 3      |
| MAT            | 101 | Algebra and Trigonometry I            | 5             | 0   | 5      |
| PHY            | 101 | Properties of Matter                  | 3             | 2   | 4      |
|                |     |                                       | 18            | 8   | 22     |
| Third Quarter  |     |                                       |               |     |        |
| ELN            | 104 | Vacuum Tube Network Analysis          | 4             | 4   | 6      |
| ENG            | 204 | Oral Communication                    | 3             | 0   | 3      |
| MAT            | 102 | Algebra and Trigonometry II           | 5             | 0   | 5      |
| MAT            | 121 | Numbering Systems and Boolean Algebra | 3             | 0   | 3      |
| PHY            | 102 | Mechanics                             | 3             | 2   | 4      |
|                |     |                                       | 18            | 6   | 21     |



|                        |     |  | Hrs. Per Week<br>Class | Lab       | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|-----------|----------------|
| <b>Fourth Quarter</b>  |     |  |                        |           |                |
| ELN                    | 106 | Introduction to Solid State Devices        | 4                      | 4         | 6              |
| ELN                    | 207 | Transistor Amplifier Analysis              | 4                      | 4         | 6              |
| DFT                    | 109 | Electronics Drafting                       | 2                      | 4         | 4              |
| MAT                    | 103 | Analytical Geometry and Calculus I         | 5                      | 0         | 5              |
|                        |     |  | <u>15</u>              | <u>12</u> | <u>21</u>      |
| <b>Fifth Quarter</b>   |     |  |                        |           |                |
| ELN                    | 209 | Circuit Analysis                           | 4                      | 4         | 6              |
| ELN                    | 217 | Introduction to Special Devices            | 4                      | 4         | 6              |
| MAT                    | 201 | Calculus II                                | 5                      | 0         | 5              |
| PHY                    | 104 | Light and Sound                            | 3                      | 2         | 4              |
|                        |     |  | <u>16</u>              | <u>10</u> | <u>21</u>      |
| <b>Sixth Quarter</b>   |     |  |                        |           |                |
| ELN                    | 211 | Logic Circuits                             | 4                      | 4         | 6              |
| ELN                    | 213 | Waveshaping and Pulse Circuits             | 4                      | 4         | 6              |
| ENG                    | 103 | Report Writing                             | 3                      | 0         | 3              |
| PSY                    | 206 | Applied Psychology                         | 3                      | 0         | 3              |
|                        |     |  | <u>14</u>              | <u>8</u>  | <u>18</u>      |
| <b>Seventh Quarter</b> |     |  |                        |           |                |
| ELN                    | 214 | Microprocessors                            | 4                      | 4         | 6              |
| ELN                    | 219 | Industrial Instrumentation                 | 4                      | 4         | 6              |
| ELN                    | 221 | Electronic Circuit Design                  | 4                      | 4         | 6              |
| EDP                    | 105 | Introduction to Scientific Data Processing | 2                      | 2         | 3              |
|                        |     |  | <u>14</u>              | <u>14</u> | <u>21</u>      |

# MECHANICAL ENGINEERING TECHNOLOGY

This curriculum offers a broad, well-rounded education to those desiring to become an engineering technician. The wide scope of subject matter covered prepares the graduate for employment in many branches of the mechanical engineering field.

The general knowledge of mechanical principles can be supplemented by additional courses available throughout the term. Students may also select courses which will broaden their knowledge of business principles, commercial law, use of data processing equipment, manual skills or mathematics.

The student learns to apply the theory and principles of basic mechanical engineering to the design, development and testing of machinery under the guidance of the engineering staff. He learns to prepare detail and design drawings to scale, and also drawing in perspective. The student is prepared to provide all necessary sketches, illustrations, orthographic drawings as well as preliminary, final and testing specifications for design or redesign of most types of industrial machinery or tooling. He is taught to plan scientific tests or evaluations to discover cause of breakdown. The student is prepared to support the engineering work needed for design or utilization of new machines, redesigned machines or machine components, sub-assemblies and complete assembly lines. He is trained in industrial safety techniques, proper approaches to cooperation with fellow workers, and the basic industrial management techniques.

## Occupational Opportunities

The graduate is prepared for jobs such as mechanical engineering technician, experimental technician, laboratory-development technician, general engineering technician, engineering aide, shop foreman trainee, industrial engineering trainee, and inspector. Many industrial firms as well as government agencies will pay tuition and occasionally other expenses of further education for graduates of this program.

## Mechanical Engineering Technology

|                       |     |                            | Hrs. Per Week |     | Credit |
|-----------------------|-----|----------------------------|---------------|-----|--------|
|                       |     |                            | Class         | Lab | Hrs.   |
| <b>First Quarter</b>  |     |                            |               |     |        |
| MEC                   | 212 | Practical Automation       | 3             | 0   | 3      |
| MAT                   | 100 | Basic Mathematics          | 5             | 0   | 5      |
| DFT                   | 101 | Drafting                   | 2             | 4   | 4      |
| ENG                   | 101 | Fundamentals of English    | 3             | 0   | 3      |
| SOC                   | 201 | Sociology                  | 3             | 0   | 3      |
|                       |     |                            | 16            | 4   | 18     |
| <b>Second Quarter</b> |     |                            |               |     |        |
| MEC                   | 111 | Manufacturing Processes    | 3             | 3   | 4      |
| MAT                   | 101 | Algebra and Trigonometry I | 5             | 0   | 5      |
| DFT                   | 102 | Drafting                   | 2             | 4   | 4      |
| ENG                   | 102 | Composition                | 3             | 0   | 3      |
| PHY                   | 101 | Properties of Matter       | 3             | 2   | 4      |
|                       |     |                            | 16            | 9   | 20     |



|                        |     |  | Hrs. Per Week |           | Credit    |
|------------------------|-----|--|---------------|-----------|-----------|
|                        |     |  | Class         | Lab       | Hrs.      |
| <b>Third Quarter</b>   |     |  |               |           |           |
| DFT                    | 204 | Descriptive Geometry                       | 2             | 6         | 4         |
| EDP                    | 105 | Introduction to Scientific Data Processing | 2             | 2         | 3         |
| ENG                    | 103 | Report Writing                             | 3             | 0         | 3         |
| MAT                    | 102 | Algebra and Trigonometry II                | 5             | 0         | 5         |
| PHY                    | 102 | Mechanics                                  | 3             | 2         | 4         |
|                        |     |  | <u>15</u>     | <u>10</u> | <u>19</u> |
| <b>Fourth Quarter</b>  |     |  |               |           |           |
| MEC                    | 105 | Statics                                    | 5             | 0         | 5         |
| MEC                    | 210 | Physical Metallurgy                        | 3             | 3         | 4         |
| ENG                    | 204 | Oral Communications                        | 3             | 0         | 3         |
| MAT                    | 103 | Analytical Geometry and Calculus I         | 5             | 0         | 5         |
| PHY                    | 103 | Electricity                                | 3             | 2         | 4         |
|                        |     |  | <u>19</u>     | <u>5</u>  | <u>21</u> |
| <b>Fifth Quarter</b>   |     |  |               |           |           |
| MEC                    | 101 | Machine Processes                          | 2             | 4         | 4         |
| MEC                    | 205 | Strength of Materials                      | 5             | 0         | 5         |
| MEC                    | 235 | Hydraulics and Pneumatics                  | 3             | 3         | 4         |
| BUS                    | 101 | Introduction to Business                   | 3             | 2         | 4         |
|                        |     |  | <u>13</u>     | <u>9</u>  | <u>17</u> |
| <b>Sixth Quarter</b>   |     |  |               |           |           |
| MEC                    | 206 | Dynamics                                   | 3             | 0         | 3         |
| MEC                    | 208 | Machine Design I                           | 4             | 0         | 4         |
| MEC                    | 220 | Power Systems                              | 3             | 2         | 4         |
| ELC                    | 201 | Electrical Machinery                       | 3             | 0         | 3         |
|                        |     |  | <u>13</u>     | <u>2</u>  | <u>14</u> |
| <b>Seventh Quarter</b> |     |  |               |           |           |
| MEC                    | 209 | Machine Design II                          | 4             | 0         | 4         |
| CHM                    | 102 | Engineering Chemistry                      | 3             | 2         | 4         |
| ISC                    | 102 | Industrial Safety                          | 3             | 0         | 3         |
| PSY                    | 206 | Applied Psychology                         | 3             | 0         | 3         |
|                        |     |  | <u>13</u>     | <u>2</u>  | <u>14</u> |

# **DIVISION OF GENERAL EDUCATION**

## **A.A.S. DEGREE CONFERRED**

The Division of General Education is supportive of all curriculum programs and offers the following area of study:

### **CRIMINAL JUSTICE— LAW ENFORCEMENT TECHNOLOGY**

#### **SPECIFIC ENTRANCE REQUIREMENTS FOR GENERAL EDUCATION PROGRAM**

1. Must be a high school graduate or have state approved equivalent education.
2. Must submit transcripts of high school and post-high school education.
3. Must demonstrate suitability for criminal justice training as determined by appropriate tests.
4. Must be in acceptable condition of physical and mental health.
5. Three character references are required. One of the references must be from a local law enforcement agency.
6. The College may require a complete physical examination.
7. Must have a personal interview with school representatives, including a representative of the major department.

NOTE: Individuals seeking careers as law enforcement officers must meet the Minimum Standards for Employment criteria outlined in the North Carolina Code Book—General Statute 17-A. These may be reviewed in law enforcement agencies or the Student Services office at the College. These requirements are independent of the College and its program.

### **CRIMINAL JUSTICE— LAW ENFORCEMENT TECHNOLOGY**

The purpose of the Criminal Justice—Law Enforcement Technology program is to provide for knowledge and skills needed in law enforcement and related fields. In recent years, these fields have evolved into highly complex professions requiring preparation in specialized areas such as criminal law, criminalistics, traffic enforcement, and criminal investigations. A broad background in general education including psychology and sociology is necessary in these careers.

#### **Occupational Opportunities**

A Criminal Justice—Law Enforcement graduate may find employment with various law enforcement agencies in positions such as officer, administrator,



special investigator, and lab technician. The graduate will also have a background desirable for positions in security services such as guard, surveillance officer, transportation officer, communications technician, and security administrator.

Criminal Justice— Law Enforcement Technology

|                 |     |  | Hrs. Per Week | Credit |
|-----------------|-----|--|---------------|--------|
|                 |     |  | Class         | Hrs.   |
| First Quarter   |     |  |               |        |
| CJC             | 101 | Introduction to Criminal Justice           | 5             | 5      |
| ENG             | 100 | Reading Comprehension                      | 1             | 2      |
| PSY             | 101 | Introduction to Psychology                 | 3             | 3      |
|                 |     |  | 9             | 10     |
| Second Quarter  |     |  |               |        |
| CJC             | 102 | Introduction to Criminology                | 5             | 5      |
| ENG             | 101 | Fundamentals of English                    | 3             | 3      |
| POL             | 103 | State and Local Government                 | 4             | 4      |
|                 |     |  | 12            | 12     |
| Third Quarter   |     |  |               |        |
| CJC             | 115 | Criminal Law I                             | 3             | 3      |
| EMS             | 100 | Introduction to Emergency Medical Services | 2             | 3      |
| ENG             | 102 | Composition                                | 3             | 3      |
| PSY             | 203 | Abnormal Psychology                        | 3             | 3      |
|                 |     |  | 11            | 12     |
| Fourth Quarter  |     |  |               |        |
| CJC             | 205 | Criminal Evidence                          | 4             | 4      |
| CJC             | 216 | Criminal Law II                            | 3             | 3      |
| MAT             | 100 | Basic Mathematics                          | 5             | 5      |
|                 |     |  | 12            | 12     |
| Fifth Quarter   |     |  |               |        |
| CJC             | 201 | Motor Vehicle Law                          | 3             | 3      |
| CJC             | 210 | Criminal Investigation I                   | 4             | 4      |
| ENG             | 204 | Oral Communication                         | 3             | 3      |
| PHO             | 201 | Introduction to Photography                | 1             | 2      |
|                 |     |  | 11            | 12     |
| Sixth Quarter   |     |  |               |        |
| CJC             | 211 | Introduction to Criminalistics             | 4             | 5      |
| CJC             | 213 | Criminal Investigation II                  | 4             | 4      |
| PSY             | 151 | Applied Psychology for Law Enforcement     | 3             | 3      |
|                 |     |  | 11            | 12     |
| Seventh Quarter |     |  |               |        |
| CJC             | 125 | Judicial Process                           | 4             | 4      |
| CJC             | 200 | Crime Prevention                           | 3             | 3      |
| CJC             | 110 | Introduction to Juvenile Justice           | 5             | 5      |
|                 |     |  | 12            | 12     |

|                         |     |  | Hrs. Per Week<br>Class | Lab      | Credit<br>Hrs. |
|-------------------------|-----|--|------------------------|----------|----------------|
| <b>Eighth Quarter</b>   |     |  |                        |          |                |
| CJC                     | 202 | Traffic Planning and Management                        | 3                      | 2        | 4              |
| CJC                     | 217 | Patrol Procedures                                      | 3                      | 0        | 3              |
| SOC                     | 201 | Sociology  | 3                      | 0        | 3              |
|                         |     |  | <u>9</u>               | <u>2</u> | <u>10</u>      |
| <b>Ninth Quarter</b>    |     |  |                        |          |                |
| CJC                     | 212 | Narcotics, Drugs, and Human Behavior                   | 3                      | 2        | 4              |
| CJC                     | 220 | Police Organization, Administration<br>and Supervision | 5                      | 0        | 5              |
|                         |     |  | <u>8</u>               | <u>2</u> | <u>9</u>       |
| <b>Tenth Quarter</b>    |     |  |                        |          |                |
| CJC                     | 206 | Community Relations                                    | 3                      | 0        | 3              |
| EDP                     | 104 | Introduction to Data Processing                        | 2                      | 2        | 3              |
| ENG                     | 103 | Report Writing   | 3                      | 0        | 3              |
|                         |     |  | <u>8</u>               | <u>2</u> | <u>9</u>       |
| <b>Eleventh Quarter</b> |     |  |                        |          |                |
| Approved Electives      |     |  |                        |          | 8              |
| <b>Twelfth Quarter</b>  |     |  |                        |          |                |
| Approved Electives      |     |  |                        |          | 8              |

## Electives

In addition to required courses, students must complete a minimum of 16 credit hours of approved electives. These may be taken at any time during the program. However, the last two quarters are reserved for electives.

Electives will be offered on the basis of results from demand surveys conducted early in the previous quarter. The student must have departmental approval of his/her schedule prior to registration.

### Possible Electives

|     |     |   |   |   |   |
|-----|-----|---|---|---|---|
| BIO | 101 | Human Anatomy and Physiology I          | 4 | 3 | 5 |
| BIO | 111 | Basic Life Sciences                     | 4 | 3 | 5 |
| BUS | 110 | Business Machines                       | 1 | 3 | 2 |
| CHM | 100 | Introduction to Chemistry               | 3 | 3 | 4 |
| CHM | 101 | Fundamentals of Physiological Chemistry | 3 | 2 | 4 |
| ECO | 107 | Consumer Economics                      | 3 | 0 | 3 |
| MAT | 101 | Algebra and Trigonometry I              | 5 | 0 | 5 |
| MAT | 214 | Statistics                              | 5 | 0 | 5 |
| PED | 130 | Beginner Physical Fitness               | 0 | 3 | 1 |
| PED | 131 | Intermediate Physical Fitness           | 0 | 3 | 1 |
| SSC | 101 | or OTC 101 Basic Typewriting            | 2 | 3 | 3 |



## **DIVISION OF ALLIED HEALTH EDUCATION**

The Allied Health Program provides an opportunity for extensive and intensive study in several areas of health. It will enable the student to engage in a health career of his choice and acquire sufficient knowledge of health so that he may be able to enjoy a healthful and satisfying life and also develop an understanding in helping those with whom he comes in contact in his work and everyday living. Students desiring training in health occupations need to have a background in science, chemistry, biology, social sciences, and varying degrees of mathematics, and possess the emotional stability required by the profession.

North Carolina resident applications for the Medical and Dental Programs must be submitted during the month of January each year. Non-residents of North Carolina will be considered only in the events vacancies exist after the month of January.

In the event that any curriculum has more qualified applicants than can be served, selection criteria will be imposed. Applicants will be provided specific information regarding criteria.

### **A.A.S. DEGREE CONFERRED**

Associate Degree Nursing

Dental Hygiene

Medical Laboratory Technology

Radiologic Technology

### **DIPLOMA AWARDED**

Dental Assisting

Medical Laboratory Assistant

Practical Nurse Education

For additional information about any of the above areas of study, see the specific area in this catalogue.

## **ASSOCIATE DEGREE NURSING**

Nursing is a profession devoted to conserving life and promoting health. This two year program consists of the study of nursing theory and practice as well as such general education subjects as English and the natural and social sciences. Selected patient experiences are provided in local general hospitals and other community health facilities. These experiences include the care of adults, children, mothers and their infants.

The Associate in Applied Science degree is awarded upon successful completion of this program. The graduate is eligible to take the state examination for licensure as a registered nurse.

## Criteria for Student Selection

1. Acceptable scores on all entrance tests.
2. High school diploma or approved high school equivalency certificate.
  - a. High school requirements:
    1. 4 units of English
    2. 2 units of mathematics—one of which must be algebra.
    3. Chemistry and biology
3. Interview with department faculty member.
4. Transcripts of high school and any post high school education.
5. Three personal references.
6. Acceptable reports of medical and dental examinations.
7. Age: 18 to 45 years of age (individual exceptions made by faculty).

NOTE: The North Carolina Board of Nursing may deny license to individuals "convicted of a felony or any other crime involving moral turpitude."

## Associate Degree Nursing

|                       |     |   | Hrs. Per Week<br>Class | Lab      | Credit<br>Hrs. |
|-----------------------|-----|---|------------------------|----------|----------------|
| <b>First Quarter</b>  |     |   |                        |          |                |
| NUR                   | 101 | Fundamentals of Nursing I               | 5                      | 4        | 7              |
| BIO                   | 101 | Anatomy and Physiology I                | 4                      | 3        | 5              |
| CHM                   | 101 | Fundamentals of Physiological Chemistry | 3                      | 2        | 4              |
| ENG                   | 101 | Fundamentals of English                 | 3                      | 0        | 3              |
|                       |     |   | <hr/> 15               | <hr/> 9  | <hr/> 19       |
| <b>Second Quarter</b> |     |   |                        |          |                |
| NUR                   | 103 | Fundamentals of Nursing II              | 5                      | 8        | 9              |
| BIO                   | 102 | Anatomy and Physiology II               | 4                      | 3        | 5              |
| ENG                   | 102 | Composition                             | 3                      | 0        | 3              |
| PSY                   | 101 | Introduction to Psychology              | 3                      | 0        | 3              |
|                       |     |   | <hr/> 15               | <hr/> 11 | <hr/> 20       |
| <b>Third Quarter</b>  |     |   |                        |          |                |
| NUR                   | 105 | Fundamentals of Nursing III             | 5                      | 8        | 9              |
| BIO                   | 103 | Microbiology                            | 4                      | 3        | 5              |
| ENG                   | 103 | Report Writing                          | 3                      | 0        | 3              |
| PSY                   | 203 | Abnormal Psychology                     | 3                      | 0        | 3              |
|                       |     |   | <hr/> 15               | <hr/> 11 | <hr/> 20       |
| <b>Fourth Quarter</b> |     |   |                        |          |                |
| *NUR                  | 206 | Psychiatric Nursing                     | 4                      | 6        | 6              |
| *NUR                  | 207 | Maternity Nursing                       | 4                      | 6        | 6              |
| SOC                   | 201 | Sociology                               | 3                      | 0        | 3              |
|                       |     |   | <hr/> 11               | <hr/> 12 | <hr/> 15       |



|                        |     |  | Hrs. Per Week<br>Class | Lab       | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|-----------|----------------|
| <b>Fifth Quarter</b>   |     |  |                        |           |                |
| NUR                    | 208 | Growth and Development                     | 3                      | 0         | 3              |
| NUR                    | 210 | Nursing in Physical and Mental Illness I   | 8                      | 16        | 16             |
|                        |     |  | <u>11</u>              | <u>16</u> | <u>19</u>      |
| <b>Sixth Quarter</b>   |     |  |                        |           |                |
| NUR                    | 211 | Nursing Trends and Professional Ethics     | 3                      | 0         | 3              |
| NUR                    | 212 | Nursing in Physical and Mental Illness II  | 8                      | 16        | 16             |
| ENG                    | 204 | Oral Communications                        | 3                      | 0         | 3              |
|                        |     |  | <u>14</u>              | <u>16</u> | <u>22</u>      |
| <b>Seventh Quarter</b> |     |  |                        |           |                |
| NUR                    | 213 | Comprehensive Nursing                      | 2                      | 0         | 2              |
| NUR                    | 214 | Nursing in Physical and Mental Illness III | 7                      | 18        | 16             |
|                        |     |  | <u>9</u>               | <u>18</u> | <u>18</u>      |

\*Mini-courses

# DENTAL HYGIENE

The dental hygienist is a valued and effective member of the dental health team. As the only licensed dental auxiliary, she performs specific intra-oral procedures which are directed toward the prevention of oral disease. Clinical dental hygiene services include: removing deposits and stains from the teeth, applying medicaments to the teeth, taking and recording medical and dental histories, charting existing conditions of the teeth and supporting tissues, exposing and processing x-ray film, and educating individuals and groups in obtaining maximum oral health.

The curriculum provides comprehensive educational experiences through lectures and clinical experience to qualify the graduate for the practice of dental hygiene in accordance with the educational, professional, ethical and legal standards of the Commission on Dental Education of the American Dental Association, and the North Carolina State Board of Dental Examiners. Graduates in the curriculum receive the Associate Degree of Applied Science.

## Criteria for Student Selection

- 1. High School diploma or approved equivalency certificate:
  - A. High School requirements
    - 1. 4 units of English
    - 2. 2 units of algebra, or one unit of algebra and one plane geometry
    - 3. 1 unit of chemistry
    - 4. 1 unit of biology
  - B. High School recommendations:
    - 1. College preparatory courses
    - 2. Science oriented courses
- 2. Acceptable scores on all admission tests.
- 3. Health records required 30 days before the first day of classes for final admission to the program:
  - a. Physical and dental examinations
  - b. Chest x-ray
  - c. Blood test
  - d. Current immunizations
- 4. Transcripts of high school and any post-high school education.
- 5. Three letters of reference.
- 6. Interview with Dental Hygiene faculty.

## Dental Hygiene

|               |     |   |  | Hrs. Per Week | Credit |
|---------------|-----|---|--|---------------|--------|
|               |     |   |  | Class         | Hrs.   |
| First Quarter |     |   |  | Lab           |        |
| DHY           | 101 | Dental Anatomy                          |  | 2             | 4      |
| DHY           | 110 | Preclinical Dental Hygiene              |  | 3             | 4      |
| BIO           | 101 | Human Anatomy and Physiology            |  | 4             | 5      |
| CHM           | 101 | Fundamentals of Physiological Chemistry |  | 3             | 4      |
| ENG           | 101 | Fundamentals of English                 |  | 3             | 3      |
|               |     |   |  | 15            | 20     |



|                        |     |                              | Hrs. Per Week<br>Class | Lab       | Credit<br>Hrs. |
|------------------------|-----|------------------------------|------------------------|-----------|----------------|
| <b>Second Quarter</b>  |     |                              |                        |           |                |
| DHY                    | 102 | Head & Neck Anatomy          | 3                      | 0         | 3              |
| DHY                    | 111 | Dental Hygiene I             | 3                      | 6         | 5              |
| DHY                    | 121 | Embryology & Oral Histology  | 3                      | 0         | 3              |
| BIO                    | 102 | Human Anatomy and Physiology | 4                      | 3         | 5              |
| ENG                    | 102 | Composition                  | 3                      | 0         | 3              |
|                        |     |                              | <u>16</u>              | <u>9</u>  | <u>19</u>      |
| <b>Third Quarter</b>   |     |                              |                        |           |                |
| DHY                    | 103 | Dental Radiology             | 2                      | 3         | 3              |
| DHY                    | 112 | Dental Hygiene II            | 2                      | 9         | 5              |
| DHY                    | 114 | General & Oral Pathology     | 3                      | 0         | 3              |
| BIO                    | 103 | Microbiology                 | 4                      | 3         | 5              |
| ENG                    | 204 | Oral Communications          | 3                      | 0         | 3              |
|                        |     |                              | <u>14</u>              | <u>15</u> | <u>19</u>      |
| <b>Fourth Quarter</b>  |     |                              |                        |           |                |
| *DHY                   | 201 | Chairside Assisting          | 2                      | 2         | 3              |
| *DHY                   | 206 | Dental Materials             | 3                      | 4         | 5              |
| DHY                    | 212 | Dental Hygiene III           | 3                      | 12        | 7              |
| NUT                    | 202 | Nutrition                    | 3                      | 0         | 3              |
|                        |     |                              | <u>11</u>              | <u>18</u> | <u>18</u>      |
| <b>Fifth Quarter</b>   |     |                              |                        |           |                |
| DHY                    | 205 | Periodontology               | 2                      | 0         | 2              |
| DHY                    | 213 | Dental Hygiene IV            | 3                      | 12        | 7              |
| DHY                    | 221 | Pharmacology                 | 3                      | 0         | 3              |
| PSY                    | 101 | Psychology                   | 3                      | 0         | 3              |
|                        |     |                              | <u>11</u>              | <u>12</u> | <u>15</u>      |
| <b>Sixth Quarter</b>   |     |                              |                        |           |                |
| DHY                    | 203 | Community Dental Health I    | 3                      | 0         | 3              |
| DHY                    | 214 | Dental Hygiene V             | 3                      | 15        | 8              |
| *DHY                   | 226 | Office Management            | 2                      | 0         | 2              |
| DHY                    | 227 | Ethics and Jurisprudence     | 2                      | 0         | 2              |
| SOC                    | 201 | Sociology                    | 3                      | 0         | 3              |
|                        |     |                              | <u>13</u>              | <u>15</u> | <u>18</u>      |
| <b>Seventh Quarter</b> |     |                              |                        |           |                |
| DHY                    | 215 | Dental Hygiene VI            | 2                      | 15        | 7              |
| DHY                    | 222 | Community Dental Health II   | 1                      | 3         | 2              |
| ECO                    | 107 | Economics                    | 3                      | 0         | 3              |
| ENG                    | 103 | Report Writing               | 3                      | 0         | 3              |
|                        |     |                              | <u>9</u>               | <u>18</u> | <u>15</u>      |

\*DEN 131 may be substituted for DHY 226

\*DEN 130 may be substituted for DHY 201

\*DEN 122 may be substituted for DHY 206

## DENTAL ASSISTING

The primary function of the dental assistant is to serve as the chairside assistant to the dentist. Here she plays an active and integral role in dental procedures by preparing patients for treatment, setting out instruments in the order in which they are to be used, keeping the operation field clear during treatment, mixing restorative materials and dental cements, and passing these materials and instruments to the dentist as he needs them.

The trained dental assistant also checks equipment, sterilizes instruments and engages in such laboratory work as making study models of teeth, casting inlays, processing x-ray films and mounting them in appropriate holders. In many offices the dental assistant also serves as receptionist and office manager, scheduling appointments and keeping records.

The Dental Assisting Program at Asheville-Buncombe Technical College has been accredited by the Council on Dental Education of the American Dental Association.

### Extra Criteria for Student Selection

1. Acceptable score on all pre-entrance tests.
2. High school graduation or G.E.D. certificate.
3. Character references (three).
4. Reports of medical and dental examinations.
5. Interview with Dental Assisting faculty.
6. Typewriting (proficiency of 40 words per minute or student will be required to enroll in a typing course.)

### Dental Assisting

|                       |     |                                  | Hrs. Per Week |         |         | Credit   |
|-----------------------|-----|----------------------------------|---------------|---------|---------|----------|
|                       |     |                                  | Class         | Lab     | Clin.   | Hrs.     |
| <b>First Quarter</b>  |     |                                  |               |         |         |          |
| DEN                   | 102 | Introduction to Dental Assisting | 3             | 0       | 0       | 3        |
| DEN                   | 103 | Dental Materials I               | 2             | 2       | 0       | 3        |
| DEN                   | 104 | Oral Anatomy & Histology         | 2             | 2       | 0       | 3        |
| DEN                   | 123 | Oral Health Education            | 1             | 2       | 0       | 2        |
| BIO                   | 109 | Anatomy and Physiology           | 2             | 0       | 0       | 2        |
| ENG                   | 101 | Fundamentals of English          | 3             | 0       | 0       | 3        |
| PHY                   | 101 | Introduction to Psychology       | 3             | 0       | 0       | 3        |
|                       |     |                                  | <hr/> 16      | <hr/> 6 | <hr/> 0 | <hr/> 19 |
| <b>Second Quarter</b> |     |                                  |               |         |         |          |
| DEN                   | 120 | Clinical Science I               | 3             | 4       | 0       | 5        |
| DEN                   | 122 | Dental Materials II              | 2             | 2       | 0       | 3        |
| DEN                   | 106 | Head and Neck Anatomy            | 3             | 0       | 0       | 3        |
| DHY                   | 103 | Dental Radiology                 | 2             | 3       | 0       | 3        |
| BIO                   | 110 | Microbiology                     | 2             | 0       | 0       | 2        |
| ENG                   | 204 | Oral Communications              | 3             | 0       | 0       | 3        |
|                       |     |                                  | <hr/> 15      | <hr/> 9 | <hr/> 0 | <hr/> 19 |



|                |     |                                | Hrs. Per Week |          |           | Credit<br>Hrs. |
|----------------|-----|--------------------------------|---------------|----------|-----------|----------------|
|                |     |                                | Class         | Lab      | Clin.     |                |
| Third Quarter  |     |                                |               |          |           |                |
| DEN            | 130 | Clinical Science II            | 2             | 4        | 0         | 4              |
| DEN            | 131 | Dental Office Management       | 4             | 2        | 0         | 5              |
| DEN            | 132 | Dental Office Practice I       | 0             | 0        | 12        | 4              |
| DEN            | 133 | Office Emergencies & First Aid | 1             | 0        | 0         | 1              |
| DEN            | 134 | Pharmacology                   | 1             | 0        | 0         | 1              |
| DEN            | 124 | Oral Pathology                 | 3             | 0        | 0         | 3              |
|                |     |                                | <u>11</u>     | <u>6</u> | <u>12</u> | <u>18</u>      |
| Fourth Quarter |     |                                |               |          |           |                |
| DEN            | 140 | Dental Office Practice II      | 0             | 0        | 21        | 7              |
| DEN            | 141 | Dental Assistant Seminar       | 3             | 0        | 0         | 3              |
| DEN            | 142 | Diet and Nutrition             | 2             | 0        | 0         | 2              |
|                |     |                                | <u>5</u>      | <u>0</u> | <u>21</u> | <u>12</u>      |





# **MEDICAL LABORATORY TECHNOLOGY**

## **(Program for Medical Laboratory Technician— Associate Degree)**

The Medical Laboratory Technician program is designed in two stages providing training leading to a career either as a Medical Laboratory Assistant or Medical Laboratory Technician.

Stage One is a block of four quarters of basic laboratory instruction common to either the Medical Laboratory Assistant or Medical Laboratory Technician. At the conclusion of Stage One the students are eligible to take the certifications offered as follows: Laboratory Assistant, Board of Registry; Clinical Laboratory Technician, National Certification Agency for Medical Laboratory Personnel; Medical Laboratory Technician, American Medical Technologists; Medical Laboratory Technician, International Society of Clinical Laboratory Technologists.

At the conclusion of Stage One the student may elect to continue with Stage Two, consisting of four additional quarters fulfilling requirements for the Associate Degree. At the conclusion of Stage Two the students are eligible to take the national examination of the Board of Medical Laboratory Technicians.

The Medical Laboratory Technician Program provides specialized training for employment in hospital laboratories and medical clinics. The MLT will be able to perform more complicated laboratory procedures than the Medical Laboratory Assistant. He works under the supervision of a Medical Technologist (ASCP) and a pathologist or other clinical scientist, although at times he is capable of working without immediate supervision. His skills should enable him to function efficiently in such areas of the medical laboratory as chemistry, microbiology, serology, urinalysis, hematology and the blood bank.

The entire eight quarters of the course is an integrated type program having general academic, medical laboratory courses, and clinical experience in the Clinical Laboratory at Memorial Mission Hospital. Only persons with a high sense of responsibility and ability to do careful, scientific work should consider this field of technology.

*During the Stage Two period of training, clinical classes will be scheduled on one of three shifts: 7:00 A.M.-3:00 P.M., 3:00 P.M.-11:00 P.M. or 11:00 P.M.-7:00 A.M.*



# **MEDICAL LABORATORY ASSISTANT**

## **(Program for Medical Laboratory Technician—Diploma)**

The Medical Laboratory Assistant program provides specialized training for employment in hospital laboratories and medical clinics. The laboratory assistant works under the direct supervision of a medical technologist, a pathologist, or a qualified physician, performing routine laboratory procedures in bacteriology, blood banking, chemistry, hematology, parasitology, serology and urinalysis. Specific tasks might include: collecting blood specimens; grouping and typing blood; preparing and staining slides of micro-organisms; concentrating specimens for parasitologic study; analyzing blood and body fluids, and performing electrocardiograms.

The four quarter course is twelve months in length and includes classroom instruction in addition to laboratory and clinical experience at Memorial Mission Hospital. The student who completes the requirements will receive a diploma from the College.

Graduates of this curriculum are eligible to take the certifications offered as follows: Laboratory Assistant, Board of Registry; Clinical Laboratory Technician, National Certification Agency for Medical Laboratory Personnel; Medical Laboratory Technician, American Medical Technologists; Medical Laboratory Technician, International Society of Clinical Laboratory Technologists.

During the one year period of training, the student laboratory assistant will be expected to take night call with hospital personnel and work periodically on the weekends. Call and weekend work will not necessarily follow the calendar in the school catalogue.

Graduates of the curriculum may elect to continue into the Medical Laboratory Technician Stage II, if the student is qualified and there is space in the Medical Laboratory Technician class. (For further information refer to the Medical Laboratory Technician Curriculum.)

Only persons with a high sense of responsibility and the ability to do careful, scientific work should consider the field of Medical Laboratory Technology.

### **Criteria for Student Selection**

1. Acceptance score on all pre-entrance tests.
2. High School graduation or G.E.D. certificate.
  - a. Chemistry and algebra required.
  - b. Biology strongly recommended.
3. Character references (three).
4. Reports of medical and dental examinations.
5. Interview with Medical Laboratory Assistants faculty.
6. A minimum grade of "C" in all MLA, science, and math courses required in the first four quarters, or departmental approval, is necessary for admission to the MLT program.

## Medical Laboratory Technology (8 Quarters)

### Medical Laboratory Assistant (1st 4 Quarters)

|                |     |   | Hrs. Per Week |     |       | Credit |
|----------------|-----|---|---------------|-----|-------|--------|
|                |     |   | Class         | Lab | Clin. | Hrs.   |
| First Quarter  |     |   |               |     |       |        |
| MLA            | 100 | Introduction to Medical Laboratory Technology | 3             | 0   | 0     | 3      |
| MLA            | 101 | Clinical Experience I                         | 0             | 0   | 21    | 7      |
| MLA            | 102 | Hematology I                                  | 1             | 2   | 0     | 2      |
| ENG            | 101 | Fundamentals of English                       | 3             | 0   | 0     | 3      |
| BIO            | 106 | Structure and Function                        | 2             | 0   | 0     | 2      |
| MAT            | 106 | Introduction to Mathematics                   | 3             | 0   | 0     | 3      |
|                |     |   | 12            | 2   | 21    | 20     |
| Second Quarter |     |   |               |     |       |        |
| MLA            | 105 | Hematology II                                 | 1             | 2   | 0     | 2      |
| MLA            | 106 | Urinalysis                                    | 1             | 2   | 0     | 2      |
| MLA            | 107 | Clinical Chemistry I                          | 1             | 2   | 0     | 2      |
| MLA            | 108 | Clinical Experience II                        | 0             | 0   | 21    | 7      |
| ENG            | 102 | Composition                                   | 3             | 0   | 0     | 3      |
|                |     |   | 6             | 6   | 21    | 16     |
| Third Quarter  |     |   |               |     |       |        |
| MLA            | 110 | Hematology III                                | 1             | 2   | 0     | 2      |
| MLA            | 112 | Clinical Chemistry II                         | 1             | 2   | 0     | 2      |
| MLA            | 113 | Clinical Experience III                       | 0             | 0   | 21    | 7      |
| MLA            | 114 | Immunohematology I                            | 1             | 2   | 0     | 2      |
| MLA            | 115 | Bacteriology I                                | 1             | 2   | 0     | 2      |
|                |     |   | 4             | 8   | 21    | 15     |
| Fourth Quarter |     |   |               |     |       |        |
| MLA            | 116 | Bacteriology II                               | 1             | 2   | 0     | 2      |
| MLA            | 118 | Immunohematology II                           | 1             | 2   | 0     | 2      |
| MLA            | 119 | Clinical Experience IV                        | 0             | 0   | 21    | 7      |
| MLA            | 120 | Parasitology                                  | 1             | 2   | 0     | 2      |
| MLA            | 121 | Hematology IV                                 | 1             | 2   | 0     | 2      |
|                |     |   | 4             | 8   | 21    | 15     |
| Fifth Quarter  |     |   |               |     |       |        |
| MLT            | 200 | Immunohematology III                          | 1             | 2   | 0     | 2      |
| MLT            | 201 | Bacteriology III                              | 1             | 2   | 0     | 2      |
| MLT            | 202 | Clinical Experience V                         | 0             | 0   | 21    | 7      |
| PSY            | 101 | Introduction to Psychology                    | 3             | 0   | 0     | 3      |
|                |     |   | 5             | 4   | 21    | 14     |
| Sixth Quarter  |     |   |               |     |       |        |
| MLT            | 205 | Hematology V                                  | 1             | 2   | 0     | 2      |
| MLT            | 206 | Clinical Experience VI                        | 0             | 0   | 21    | 7      |
| BIO            | 107 | Anatomy and Physiology I                      | 4             | 0   | 0     | 4      |
| CHM            | 103 | MLT Chemistry I                               | 3             | 2   | 0     | 4      |
|                |     |   | 8             | 4   | 21    | 17     |



|                 |     |                           | Hrs. Per Week |         |          | Credit<br>Hrs. |
|-----------------|-----|---------------------------|---------------|---------|----------|----------------|
|                 |     |                           | Class         | Lab     | Clin.    |                |
| Seventh Quarter |     |                           |               |         |          |                |
| MLT             | 208 | Clinical Chemistry Values | 2             | 0       | 0        | 2              |
| MLT             | 209 | Clinical Experience VII   | 0             | 0       | 21       | 7              |
| BIO             | 108 | Anatomy and Physiology II | 4             | 0       | 0        | 4              |
| ENG             | 103 | Report Writing            | 3             | 0       | 0        | 3              |
| CHM             | 104 | MLT Chemistry II          | 3             | 2       | 0        | 4              |
|                 |     |                           | <hr/> 12      | <hr/> 2 | <hr/> 21 | <hr/> 20       |
| Eighth Quarter  |     |                           |               |         |          |                |
| MLT             | 211 | Instrumentation           | 0             | 2       | 0        | 1              |
| MLT             | 212 | Clinical Experience VIII  | 0             | 0       | 21       | 7              |
| ENG             | 204 | Oral Communications       | 3             | 0       | 0        | 3              |
| SOC             | 201 | Sociology                 | 3             | 0       | 0        | 3              |
|                 |     |                           | <hr/> 6       | <hr/> 2 | <hr/> 21 | <hr/> 14       |

## **PRACTICAL NURSE EDUCATION**

The aim of the Practical Nurse Education program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one year program, the student is expected to progress in the acquisition of knowledge, the performance of nursing skills, and adjustment to the nursing situation.

Graduates of this accredited program of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title "Licensed Practical Nurse." The Licensed Practical Nurse can apply for licensure in other states.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctor's and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one year program can prepare the individual.

### **Criteria for Student Selection**

1. Acceptable score on pre-entrance tests.
2. High school graduation or G.E.D. certification.
3. Three personal references.
4. Reports of medical and dental examinations.
5. Interview with Practical Nurse Education faculty.
6. Expressed interest in Nursing.

NOTE: The State Board of Nursing may deny license to individuals "convicted of a felony or any crime involving moral turpitude."



## Practical Nurse Education

|                |      |                                     | Hrs. Per Week |       |       | Credit |
|----------------|------|-------------------------------------|---------------|-------|-------|--------|
|                |      |                                     | Class         | Lab   | Clin. | Hrs.   |
| First Quarter  |      |                                     |               |       |       |        |
| PNE            | 1111 | Introduction to Nursing             | 2             | 0     | 0     | 2      |
| PNE            | 1112 | Fundamentals of Nursing             | 8             | 2     | 2     | 10     |
| PNE            | 1117 | Nutrition                           | 4             | 0     | 0     | 4      |
| BIO            | 111  | Basic Life Sciences                 | 4             | 3     | 0     | 5      |
| ENG            | 101  | Fundamentals of English             | 3             | 0     | 0     | 3      |
|                |      |                                     | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |                                     | 21            | 5     | 2     | 24     |
| Second Quarter |      |                                     |               |       |       |        |
| PNE            | 1120 | Clinical I Medical-Surgical         | 0             | 0     | 15    | 5      |
| PNE            | 1122 | Medical-Surgical Nursing I          | 12            | 0     | 0     | 12     |
| PNE            | 1123 | Maternal and Infant Care            | 4             | 0     | 0     | 4      |
| PNE            | 1124 | Pediatric Nursing I                 | 2             | 0     | 0     | 2      |
|                |      |                                     | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |                                     | 18            | 0     | 15    | 23     |
| Third Quarter  |      |                                     |               |       |       |        |
| PNE            | 1130 | Clinical II Obstetrics & Pediatrics | 0             | 0     | 21    | 7      |
| PNE            | 1132 | Medical-Surgical Nursing II         | 10            | 0     | 0     | 10     |
| PNE            | 1134 | Pediatric Nursing II                | 2             | 0     | 0     | 2      |
|                |      |                                     | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |                                     | 12            | 0     | 21    | 19     |
| Fourth Quarter |      |                                     |               |       |       |        |
| PNE            | 1140 | Clinical III Medical-Surgical       | 0             | 0     | 21    | 7      |
| PNE            | 1142 | Medical-Surgical Nursing III        | 10            | 0     | 0     | 10     |
| PNE            | 1144 | Vocational Adjustments              | 2             | 0     | 0     | 2      |
|                |      |                                     | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |                                     | 12            | 0     | 21    | 19     |

## **RADIOLOGIC TECHNOLOGY**

The changes created by new techniques have resulted in demands for increased knowledge on the part of the radiologic technologist. In addition to mastering radiologic technique, the student must also become familiar with other sources of radiation in order to properly assist the physician. The Associate Degree curriculum provides opportunity for training in this exacting science.

The radiologic technologist may assist Radiologist in examining for broken bones, tumors or malfunctioning organs, and under the supervision of a physician, assist in treating diseased or affected areas of the body. Other tasks may include maintaining equipment, ordering supplies, keeping records of patient's films and reports, and darkroom maintenance.

Exposure of a pregnant female to radiation must be avoided because of the possible harmful effects to the developing fetus. Since the practical work of student technologists involves some exposure to radiation, it is felt that this portion of training should be discontinued for any female student known to be pregnant. In some instances, it may be possible for the student to continue to attend classes and complete practical work at a later date.

Students enrolled in the Radiologic Technology Program will receive clinical training at the major hospitals in the area. Because of the limited space in the existing clinical facilities, students will be divided into two groups: one-half will receive their clinical experience in the morning and the other half during the afternoon. This will be done on a rotational basis.

During the two year period of training, student technologists will be expected to work on the weekends on a rotational basis. WEEKEND WORK WILL NOT NECESSARILY FOLLOW THE CALENDAR IN THE SCHOOL CATALOG.

Prior to acceptance, student must have complete physical examination which includes (1) chest x-ray, (2) dental examination, (3) blood tests, and (4) immunization shots.

After completion of two years of study, the student may take the American Registry Examination which is recognized by the American Medical Association. Successful passing of this examination, qualifies the student to use the abbreviation, R.T., Registered Technologist.

### **Criteria for Student Selection**

1. High school diploma or G.E.D. Certificate.
  - a. Biology, Algebra, Physics strongly recommended
2. Minimum scores on all pre-entrance tests
3. Interview with Radiologic Technology Faculty
4. Three letters of recommendation



## Radiologic Technology

|                        |     |   | Hrs. Per Week<br>Class | Lab       | Credit<br>Hrs. |
|------------------------|-----|---|------------------------|-----------|----------------|
| <b>First Quarter</b>   |     |   |                        |           |                |
| RAD                    | 100 | Introduction to Radiology                           | 3                      | 0         | 3              |
| RAD                    | 102 | Radiographic Technique I                            | 4                      | 0         | 4              |
| RAD                    | 106 | Clinical Technique I                                | 0                      | 24        | 8              |
| RAD                    | 135 | Radiological Anatomy I                              | 2                      | 0         | 2              |
| NUR                    | 125 | Nursing Procedures                                  | 2                      | 0         | 2              |
|                        |     |   | <u>11</u>              | <u>24</u> | <u>19</u>      |
| <b>Second Quarter</b>  |     |   |                        |           |                |
| RAD                    | 111 | Positioning I                                       | 2                      | 0         | 2              |
| RAD                    | 112 | Radiographic Technique II                           | 2                      | 0         | 2              |
| RAD                    | 114 | Clinical Technique II                               | 1                      | 24        | 9              |
| RAD                    | 136 | Radiological Anatomy II                             | 3                      | 0         | 3              |
| BIO                    | 107 | Anatomy and Physiology I                            | 4                      | 0         | 4              |
|                        |     |   | <u>12</u>              | <u>24</u> | <u>20</u>      |
| <b>Third Quarter</b>   |     |   |                        |           |                |
| RAD                    | 121 | Positioning II                                      | 2                      | 0         | 2              |
| RAD                    | 124 | Clinical Technique III                              | 1                      | 24        | 9              |
| BIO                    | 108 | Anatomy and Physiology II                           | 4                      | 0         | 4              |
| PHY                    | 105 | Physics   | 4                      | 0         | 4              |
|                        |     |   | <u>11</u>              | <u>24</u> | <u>19</u>      |
| <b>Fourth Quarter</b>  |     |   |                        |           |                |
| RAD                    | 131 | Positioning III                                     | 2                      | 0         | 2              |
| RAD                    | 134 | Clinical Technique IV                               | 1                      | 30        | 11             |
| RAD                    | 205 | Medical Use of Radioisotopes                        | 2                      | 0         | 2              |
| ENG                    | 101 | Fundamentals of English                             | 3                      | 0         | 3              |
|                        |     |   | <u>8</u>               | <u>30</u> | <u>18</u>      |
| <b>Fifth Quarter</b>   |     |   |                        |           |                |
| RAD                    | 201 | Positioning IV—Emergency Technique                  | 2                      | 0         | 2              |
| RAD                    | 203 | Clinical Technique V                                | 1                      | 27        | 10             |
| RAD                    | 225 | Principles of Radiation Protection and Radiobiology | 2                      | 0         | 2              |
| SOC                    | 201 | Sociology   | 3                      | 0         | 3              |
| PSY                    | 101 | Introduction to Psychology                          | 3                      | 0         | 3              |
|                        |     |   | <u>11</u>              | <u>27</u> | <u>20</u>      |
| <b>Sixth Quarter</b>   |     |   |                        |           |                |
| RAD                    | 210 | Positioning V                                       | 2                      | 0         | 2              |
| RAD                    | 212 | Clinical Technique VI                               | 1                      | 30        | 11             |
| RAD                    | 214 | Equipment and Maintenance                           | 2                      | 0         | 2              |
| RAD                    | 215 | A Survey of Medical and Surgical Diseases           | 2                      | 0         | 2              |
| ENG                    | 102 | Composition   | 3                      | 0         | 3              |
|                        |     |   | <u>10</u>              | <u>30</u> | <u>20</u>      |
| <b>Seventh Quarter</b> |     |   |                        |           |                |
| RAD                    | 221 | Positioning VI—Opaque Media                         | 2                      | 0         | 2              |
| RAD                    | 223 | Clinical Technique VII                              | 1                      | 30        | 11             |
| ENG                    | 103 | Report Writing                                      | 3                      | 0         | 3              |
|                        |     |   | <u>6</u>               | <u>30</u> | <u>16</u>      |



|                       |     |                                      | Hrs. Per Week<br>Class | Week<br>Lab | Credit<br>Hrs. |
|-----------------------|-----|--------------------------------------|------------------------|-------------|----------------|
| <b>Eighth Quarter</b> |     |                                      |                        |             |                |
| RAD                   | 231 | Positioning VII—Comprehensive Review | 2                      | 0           | 2              |
| RAD                   | 233 | Clinical Technique VIII              | 1                      | 30          | 11             |
| RAD                   | 213 | Advanced Radiographic Technique      | 3                      | 0           | 3              |
| ENG                   | 204 | Oral Communications                  | 3                      | 0           | 3              |
|                       |     |                                      | <hr/> 9                | <hr/> 30    | <hr/> 19       |





## **DIVISION OF HOSPITALITY EDUCATION**

The following areas of study are included in the school of Hospitality and Education:

Culinary Technology: Associate of Culinary Technology—  
Technical Diploma

Culinary Arts: Diploma awarded for one year program

Hotel and Restaurant Management—A.A.S. degree conferred.

The areas of study in the Division of Hospitality Education are generally seven quarters in duration and will require from twenty to thirty hours per week of course work.

In addition to regular classroom work each student will be required to spend additional time on outside work assignments. This will normally be conducted in the summer quarter.

### **SPECIFIC ENTRANCE REQUIREMENTS FOR HOSPITALITY PROGRAMS**

1. Must be a high school graduate or have a state approved equivalent education.
2. Must submit the transcripts of high school and post-high school education.
3. Must demonstrate suitability for hotel or culinary programs training as determined by appropriate tests.
4. Must be in acceptable condition of physical and mental health to meet state requirements for food handling certificate.
5. Must have a personal interview with school representatives, including a representative of the major department.
6. Entry into Culinary Technology requires successful completion of the Culinary Arts program or approval of the Culinary Department.

### **CULINARY TECHNOLOGY**

This curriculum will award a one year technical diploma and a two year Associate of Culinary Technology—Technical Diploma. A student may terminate at the completion of four quarters work and receive a Culinary Arts diploma only.

To achieve these objectives, these programs are directed toward supplying through a combination of courses, in-house observation and experience, and on-the-job training, and the knowledge and skills which will contribute to the success of the future graduate.

The courses are designed to give the student an understanding as well as an appreciation of fine and classical cuisine and to help them establish and develop high standards of workmanship.

## Occupational Opportunities

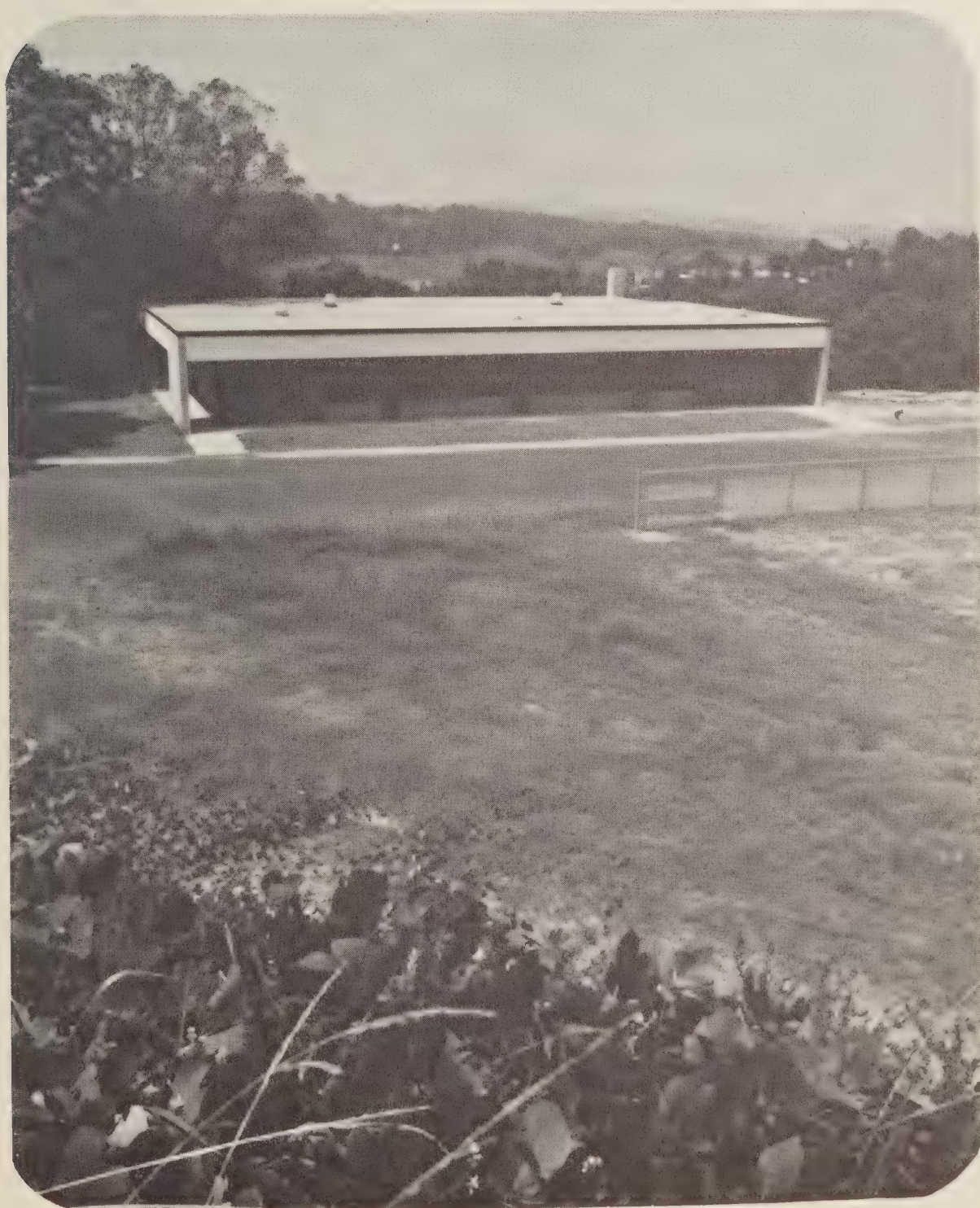
The graduate may find employment with hotels, restaurants, clubs, airlines and steamship, as well as industrial and institutional outlets. The graduate would typically be engaged in a progression of positions from cook to station chef and sous chef, culminating in the position of Executive Chef.

### Culinary Technology (7 Quarters) Culinary Arts (1st 4 Quarters)

|                |     |                                    | Hrs. Per Week |     | Prac.<br>Lab | Credit<br>Hrs. |
|----------------|-----|------------------------------------|---------------|-----|--------------|----------------|
|                |     |                                    | Class         | Lab |              |                |
| First Quarter  |     |                                    |               |     |              |                |
| CSP            | 101 | Food Preparation I                 | 3             | 0   | 9            | 6              |
| CSP            | 107 | Food Service Equipment Orientation | 1             | 2   | 0            | 2              |
| HRM            | 101 | Hospitality Orientation            | 3             | 0   | 0            | 3              |
| ENG            | 101 | Fundamentals of English            | 3             | 0   | 0            | 3              |
| MAT            | 109 | Business Math, Hospitality Indus.  | 5             | 0   | 0            | 5              |
|                |     |                                    | 16            | 2   | 9            | 19             |
| Second Quarter |     |                                    |               |     |              |                |
| CSP            | 103 | Food Preparation II                | 3             | 0   | 12           | 7              |
| HRM            | 108 | Food Cost Control                  | 3             | 0   | 0            | 3              |
| HRM            | 104 | Food Purchasing I                  | 1             | 2   | 0            | 2              |
| ENG            | 102 | Composition                        | 3             | 0   | 0            | 3              |
|                |     |                                    | 10            | 2   | 12           | 15             |
| Third Quarter  |     |                                    |               |     |              |                |
| CSP            | 106 | Food Preparation III               | 3             | 0   | 12           | 7              |
| CSP            | 108 | Menu Planning                      | 1             | 2   | 0            | 2              |
| CSP            | 109 | International Cuisine              | 2             | 2   | 0            | 3              |
| HRM            | 109 | Food Purchasing II                 | 1             | 2   | 0            | 2              |
| ENG            | 206 | Business Communications            | 3             | 0   | 0            | 3              |
|                |     |                                    | 10            | 6   | 12           | 17             |
| Fourth Quarter |     |                                    |               |     |              |                |
| CSP            | 110 | Supervised Work Experience         | 2             | 0   | 40           | 6              |
| Fifth Quarter  |     |                                    |               |     |              |                |
| CSP            | 114 | Gardemanger                        | 2             | 0   | 3            | 3              |
| CSP            | 201 | Food Preparation IV                | 3             | 0   | 12           | 7              |
| CSP            | 203 | Dining Room I                      | 1             | 2   | 0            | 2              |
| BUS            | 110 | Business Machines                  | 1             | 0   | 3            | 2              |
| ENG            | 204 | Oral Communications                | 3             | 0   | 0            | 3              |
|                |     |                                    | 10            | 2   | 18           | 17             |
| Sixth Quarter  |     |                                    |               |     |              |                |
| CSP            | 208 | Convenience Foods                  | 1             | 2   | 0            | 2              |
| CSP            | 210 | Food Preparation V                 | 3             | 0   | 12           | 7              |
| HRM            | 213 | Food Service Sanitation            | 3             | 0   | 0            | 3              |
| HRM            | 215 | Beverage Cost Control              | 3             | 0   | 3            | 4              |
| SOC            | 201 | Sociology                          | 3             | 0   | 0            | 3              |
|                |     |                                    | 13            | 2   | 15           | 19             |



|                 |     |                      | Hrs. Per Week |          |           |             |
|-----------------|-----|----------------------|---------------|----------|-----------|-------------|
|                 |     |                      | Class         | Lab      | Prac. Lab | Credit Hrs. |
| Seventh Quarter |     |                      |               |          |           |             |
| CSP             | 207 | Food Preparation VI  | 3             | 0        | 12        | 7           |
| CSP             | 214 | Wine Appreciation    | 1             | 2        | 0         | 2           |
| HRM             | 209 | Personnel Management |               |          |           |             |
|                 |     | Hospitality Industry | 3             | 0        | 0         | 3           |
| PSY             | 206 | Applied Psychology   | 3             | 0        | 0         | 3           |
|                 |     |                      | <u>10</u>     | <u>2</u> | <u>12</u> | <u>15</u>   |



# HOTEL AND RESTAURANT MANAGEMENT

This curriculum covers the many facets of the Hotel/Motel and food service industries. The study is made from both the academic and "hands on" aspects.

The student gains Hotel/Motel experience in the Campus Lodge and food-service experience in laboratory exercises to which the faculty, staff, and students are invited. Practical industry experience is provided by means of "The Summer Work Experience."

## Occupational Opportunities

The total curriculum will provide the foundation for a graduate to enter the hospitality industry in a training capacity. After an application of the knowledge gained from the curriculum and further training on the job, the individual will be able to assume the responsibilities of management as: general manager, catering manager, food and beverage controller, restaurant manager, assistant manager, front office manager, director of sales, purchasing agent, or executive housekeeper.

## Hotel and Restaurant Management

|                       |     |  | Hrs. Per Week |          | Credit   |
|-----------------------|-----|--|---------------|----------|----------|
|                       |     |  | Class         | Lab      | Hrs.     |
| <b>First Quarter</b>  |     |  |               |          |          |
| HRM                   | 101 | Hospitality Orientation                  | 3             | 0        | 3        |
| CSP                   | 100 | Food Preparation I                       | 3             | 6        | 5        |
| CSP                   | 107 | Food Service Equipment Orientation       | 1             | 2        | 2        |
| BUS                   | 110 | Business Machines                        | 1             | 3        | 2        |
| ENG                   | 101 | Fundamentals of English                  | 3             | 0        | 3        |
| MAT                   | 109 | Business Math, Hospitality Indus.        | 5             | 0        | 5        |
|                       |     |  | <hr/> 16      | <hr/> 11 | <hr/> 20 |
| <b>Second Quarter</b> |     |  |               |          |          |
| HRM                   | 108 | Food Cost Control                        | 3             | 0        | 3        |
| HRM                   | 104 | Food Purchasing I                        | 3             | 0        | 3        |
| CSP                   | 102 | Food Preparation II                      | 3             | 6        | 5        |
| BUS                   | 120 | Accounting I                             | 5             | 2        | 6        |
| ENG                   | 102 | Composition                              | 3             | 0        | 3        |
|                       |     |  | <hr/> 17      | <hr/> 8  | <hr/> 20 |
| <b>Third Quarter</b>  |     |  |               |          |          |
| HRM                   | 106 | Front Office Procedures/Hotel Accounting | 5             | 2        | 6        |
| HRM                   | 109 | Food Purchasing II                       | 3             | 0        | 3        |
| CSP                   | 104 | Food Preparation III                     | 3             | 9        | 6        |
| BUS                   | 115 | Business Law                             | 3             | 0        | 3        |
| ENG                   | 206 | Business Communications                  | 3             | 0        | 3        |
|                       |     |  | <hr/> 17      | <hr/> 11 | <hr/> 21 |
| <b>Fourth Quarter</b> |     |  |               |          |          |
| HRM                   | 110 | Supervised Work Experience               | 2             | 40       | 6        |



|                        |     |  | Hrs. Per Week<br>Class | Lab      | Credit<br>Hrs. |
|------------------------|-----|--|------------------------|----------|----------------|
| <b>Fifth Quarter</b>   |     |  |                        |          |                |
| HRM                    | 207 | Laws of Innkeeping                                     | 5                      | 0        | 5              |
| HRM                    | 211 | The Financial Ingredient in<br>Food Service Management | 3                      | 2        | 4              |
| ECO                    | 105 | Introduction to Economics                              | 5                      | 0        | 5              |
| EDP                    | 104 | Introduction to Business Data Processing               | 2                      | 2        | 3              |
| ENG                    | 204 | Oral Communication                                     | 3                      | 0        | 3              |
|                        |     |  | <u>18</u>              | <u>4</u> | <u>20</u>      |
| <b>Sixth Quarter</b>   |     |  |                        |          |                |
| HRM                    | 206 | Business Management in<br>Hotel-Motel Restaurants      | 3                      | 0        | 3              |
| HRM                    | 208 | Supervisory Housekeeping                               | 3                      | 2        | 4              |
| HRM                    | 215 | Beverage Cost Control                                  | 3                      | 3        | 4              |
| HRM                    | 214 | Layout and Design I                                    | 1                      | 2        | 2              |
| HRM                    | 213 | Food Service Sanitation                                | 3                      | 0        | 3              |
| BUS                    | 229 | Taxes  | 3                      | 2        | 4              |
| SOC                    | 201 | Sociology  | 3                      | 0        | 3              |
|                        |     |  | <u>19</u>              | <u>9</u> | <u>23</u>      |
| <b>Seventh Quarter</b> |     |  |                        |          |                |
| HRM                    | 209 | Personnel Management Hospitality Industry              | 3                      | 0        | 3              |
| HRM                    | 212 | Sales Promotion and Advertising                        | 2                      | 2        | 3              |
| HRM                    | 216 | Layout and Design II                                   | 2                      | 4        | 4              |
| BUS                    | 247 | Insurance  | 5                      | 0        | 5              |
| PSY                    | 206 | Applied Psychology                                     | 3                      | 0        | 3              |
|                        |     |  | <u>15</u>              | <u>6</u> | <u>18</u>      |

## **DIVISION OF VOCATIONAL- INDUSTRIAL EDUCATION**

The following areas of study are included in the Division of Vocational-Industrial Education:

### **TECHNICAL DIPLOMA AWARDED**

Tool and Die Making

### **DIPLOMA AWARDED**

Air Conditioning-Refrigeration

Automotive Mechanics

Building Construction

Diesel Engines and Hydraulic Systems

Machine Shop

Welding

The division will offer a variety of courses on a four quarter basis. The areas of study reflect the employment opportunities in the western part of North Carolina. These curriculums require one full year for completion. If a student elects to enroll in the division through evening school because of his work load, the time required for completion will be doubled. The evening division will offer up to sixteen hours per week in a particular area of study. The full time schedule will require approximately thirty hours per week.

The student enrolled in the division will spend most of his time in the shop working under actual industrial conditions. The rest of the time will be in the classroom and laboratory in related subjects. The division will require each student to demonstrate an ability to do work in his particular trade. Emphasis will be placed on becoming proficient in the use of machines, instruments, and other equipment related to a particular area of work.

Certain courses will be required of every student irrespective of his curriculum. These courses will enhance the student's ability to become a total individual with a proper attitude toward his work. A thorough understanding of the American system of economics as it relates to the free enterprise system and corporate structure will be required of every student. To accomplish this the vocational student will elect to take either BUS 1103, Small Business Operations or ECO 1107, Consumer Economics.

### **SPECIFIC ENTRANCE REQUIREMENTS FOR VOCATIONAL-INDUSTRIAL PROGRAM**

1. High school graduation or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances.
2. Must furnish transcript of work attempted.
3. Must demonstrate suitability for industrial-vocational training as determined by appropriate tests.



4. Must demonstrate proficiency in mathematics as the industrial-vocational curriculum may require.
5. Must have a personal interview with school representatives.
6. The College may require a complete physical examination.

## **Tool & Die Making Entrance Requirements**

To advance from the Machine Shop curriculum to the Tool and Die Making curriculum the student must be a graduate of the Machine Shop program and have obtained a grade of "B" or better in MES 1103, MES 1104, MAT 1104 and MAT 1123. Any exceptions to these requirements will be decided by a committee of the following:

1. Chairperson of Tool & Die Making Department
2. Chairperson of Machine Shop Department
3. Appropriate mathematics instructor.

## **AIR CONDITIONING AND REFRIGERATION**

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many houses now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing field of truck and trailer refrigeration.

## **Occupational Opportunities**

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment, connects motors, compressors, temperature controls, humidity controls and circulating fans to control panels, tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation.

## Air Conditioning and Refrigeration

|                       |      |  | Hrs. Per Week |          |           | Credit    |
|-----------------------|------|--|---------------|----------|-----------|-----------|
|                       |      |  | Class         | Lab      | Shop      | Hrs.      |
| <b>First Quarter</b>  |      |  |               |          |           |           |
| AHR                   | 1121 | Fundamentals of Refrigeration:<br>Domestic     | 3             | 0        | 12        | 7         |
| MAT                   | 1101 | Fundamentals of Mathematics                    | 5             | 0        | 0         | 5         |
| ELC                   | 1117 | Basic Electricity                              | 3             | 2        | 0         | 4         |
| ENG                   | 100  | Reading Comprehension                          | 1             | 2        | 0         | 2         |
| WLD                   | 1101 | Basic Welding                                  | 1             | 2        | 0         | 2         |
|                       |      |  | <u>13</u>     | <u>6</u> | <u>12</u> | <u>20</u> |
| <b>Second Quarter</b> |      |  |               |          |           |           |
| AHR                   | 1122 | Fundamentals of Refrigeration:<br>Commercial   | 3             | 0        | 12        | 7         |
| MAT                   | 1103 | Geometry                                       | 3             | 0        | 0         | 3         |
| BPR                   | 1108 | Basic Mechanical Blueprint Reading             | 0             | 3        | 0         | 1         |
| ELC                   | 1118 | Applied Electricity                            | 3             | 2        | 0         | 4         |
| ENG                   | 1102 | Communication Skills                           | 3             | 0        | 0         | 3         |
|                       |      |  | <u>12</u>     | <u>5</u> | <u>12</u> | <u>18</u> |
| <b>Third Quarter</b>  |      |  |               |          |           |           |
| AHR                   | 1123 | Principles of Air Conditioning                 | 4             | 0        | 9         | 7         |
| AHR                   | 1124 | Principles of Heating:<br>Fuels and Burners    | 3             | 0        | 6         | 5         |
| BPR                   | 1116 | Blueprint Reading: Air Conditioning            | 1             | 3        | 0         | 2         |
| PSY                   | 1101 | Human Relations                                | 3             | 0        | 0         | 3         |
|                       |      |  | <u>11</u>     | <u>3</u> | <u>15</u> | <u>17</u> |
| <b>Fourth Quarter</b> |      |  |               |          |           |           |
| AHR                   | 1126 | All Year Comfort Systems And<br>A.C. Servicing | 4             | 0        | 9         | 7         |
| AHR                   | 1127 | Duct Construction and Maintenance              | 3             | 0        | 6         | 5         |
| BUS                   | 1103 | Small Business Operations                      | 3             | 0        | 0         | 3         |
| (ECO                  | 1107 | Consumer Economics)                            | ( 3)          | ( 0)     | ( 0)      | ( 3)      |
| PHY                   | 1101 | Applied Science I                              | 3             | 2        | 0         | 4         |
|                       |      |  | <u>13</u>     | <u>2</u> | <u>15</u> | <u>19</u> |



# AUTOMOTIVE MECHANICS

This is a one-year program providing thorough training in the theoretical as well as manual skills in servicing, testing, and diagnosing. All phases of the electrical system, the power plant, the power train, and the hydraulic braking system will be studied.

The courses are arranged in a sequence that gives the student the required technological and special courses as they are needed to coordinate laboratory experiences.

Emphasis is placed on the mechanical parts and operation of the various automobile units. Trouble shooting and servicing of the live project are also stressed.

## Occupational Opportunities

Auto mechanic, truck and bus mechanic, shop foreman, maintenance supervisor, dealer service manager, sales technician, factory representative, and experimental lab work are among those occupational opportunities awaiting graduates of the Automotive Mechanics curriculum.

### Automotive Mechanics

|                |      |  | Hrs. Per Week |      |      | Credit |
|----------------|------|--|---------------|------|------|--------|
|                |      |  | Class         | Lab  | Shop | Hrs.   |
| First Quarter  |      |  |               |      |      |        |
| AUT            | 1101 | Internal Combustion Engine                   | 3             | 0    | 12   | 7      |
| ENG            | 100  | Reading Comprehension                        | 1             | 2    | 0    | 2      |
| MAT            | 1101 | Fundamentals of Mathematics                  | 5             | 0    | 0    | 5      |
| PSY            | 1101 | Human Relations                              | 3             | 0    | 0    | 3      |
|                |      |  | 12            | 2    | 12   | 17     |
| Second Quarter |      |  |               |      |      |        |
| AUG            | 1102 | Engine Electrical and Fuel Systems           | 5             | 0    | 12   | 9      |
| BPR            | 1108 | Basic Mechanical Blueprint Reading           | 0             | 3    | 0    | 1      |
| ENG            | 1102 | Communication Skills                         | 3             | 0    | 0    | 3      |
| PHY            | 1101 | Applied Science I                            | 3             | 2    | 0    | 4      |
|                |      |  | 11            | 5    | 12   | 17     |
| Third Quarter  |      |  |               |      |      |        |
| AUT            | 1121 | Braking Systems                              | 2             | 0    | 3    | 3      |
| AUT            | 1123 | Automotive Chassis and<br>Suspension Systems | 3             | 0    | 9    | 6      |
| PHY            | 1102 | Applied Science II                           | 3             | 2    | 0    | 4      |
| WLD            | 1101 | Basic Welding                                | 1             | 2    | 0    | 2      |
|                |      |  | 9             | 4    | 12   | 15     |
| Fourth Quarter |      |  |               |      |      |        |
| AUT            | 1124 | Automotive Power Train Systems               | 1             | 0    | 9    | 4      |
| AUT            | 1125 | Automotive Services                          | 3             | 0    | 9    | 6      |
| AUT            | 1128 | Automotive Air Conditioning                  | 2             | 0    | 3    | 3      |
| BUS            | 1103 | Small Business Operations                    | 3             | 0    | 0    | 3      |
| (ECO           | 1107 | Consumer Economics)                          | ( 3)          | ( 0) | ( 0) | ( 3)   |
|                |      |  | 9             | 0    | 21   | 16     |

# BUILDING CONSTRUCTION

This curriculum is designed to subject a student to the fundamentals of carpentry work and the basic procedures of cabinet making. Students will begin with hand tools and progress into the woodworking machines found in a cabinet shop. The carpentry work will begin with the masonry foundation and progress to the finished building. Some consideration will be given to industrial buildings as compared to residential buildings.

Each student will have an opportunity to review the work of other skilled tradesmen such as plumbing and heating, electrical, masonry, and painting finishing.

With the tremendous population growth and expanding industry this area will serve a need that has unlimited potential.

## Occupational Opportunities

Occupational opportunities will be found with private builders, residential builders, general contractors, cabinet shops, and in many industries that maintain their own buildings.

### Building Construction

|                       |      |                                  | Hrs. Per Week |      |      | Credit |
|-----------------------|------|----------------------------------|---------------|------|------|--------|
|                       |      |                                  | Class         | Lab  | Shop | Hrs.   |
| <b>First Quarter</b>  |      |                                  |               |      |      |        |
| CAR                   | 1101 | Carpentry I                      | 5             | 0    | 15   | 10     |
| BPR                   | 1107 | Blueprint Reading:               |               |      |      |        |
|                       |      | Construction Trades              | 0             | 3    | 0    | 1      |
| ENG                   | 100  | Reading Comprehension            | 1             | 2    | 0    | 2      |
| MAT                   | 1101 | Fundamentals of Mathematics      | 5             | 0    | 0    | 5      |
|                       |      |                                  | 11            | 5    | 15   | 18     |
| <b>Second Quarter</b> |      |                                  |               |      |      |        |
| CAR                   | 1102 | Cabinetmaking I                  | 5             | 0    | 15   | 10     |
| BPR                   | 1109 | Blueprint Reading:               |               |      |      |        |
|                       |      | Construction Trades              | 0             | 3    | 0    | 1      |
| ENG                   | 1102 | Communication Skills             | 3             | 0    | 0    | 3      |
| MAT                   | 1103 | Geometry                         | 3             | 0    | 0    | 3      |
|                       |      |                                  | 11            | 3    | 15   | 17     |
| <b>Third Quarter</b>  |      |                                  |               |      |      |        |
| CAR                   | 1103 | Carpentry II                     | 0             | 0    | 12   | 4      |
| CAR                   | 1104 | Cabinetmaking II                 | 0             | 0    | 9    | 3      |
| DFT                   | 1127 | Construction Trades: Drafting I  | 2             | 2    | 0    | 3      |
| PSY                   | 1101 | Human Relations                  | 3             | 0    | 0    | 3      |
|                       |      |                                  | 5             | 2    | 21   | 13     |
| <b>Fourth Quarter</b> |      |                                  |               |      |      |        |
| CAR                   | 1105 | Supervised Work Experience       | 2             | 0    | 24   | 10     |
| BUS                   | 1103 | Small Business Operations        | 3             | 0    | 0    | 3      |
| (ECO                  | 1107 | Consumer Economics)              | ( 3)          | ( 0) | ( 0) | ( 3)   |
| DFT                   | 1128 | Construction Trades: Drafting II | 2             | 2    | 0    | 3      |
|                       |      |                                  | 7             | 2    | 24   | 16     |



# DIESEL ENGINES AND HYDRAULIC SYSTEMS

This curriculum is constructed to give each student a foundation in diesel engine and hydraulic systems and go into the areas of electrical, steering, fuel, suspension, cooling, and lubricating. The various types of power trains will be considered.

The area of heavy equipment maintenance offers a wide variety of occupational opportunities. This program will give a student the basic knowledge and the industry will provide the opportunity to apply this knowledge in a specific area of work. Preventive maintenance for all types of heavy equipment will be stressed throughout the entire course. Some knowledge of the operation of heavy equipment will be presented.

## Occupational Opportunities

Opportunities in heavy equipment maintenance will be found within dealerships, trucking companies, public transportation companies, general contractors, farm implement dealers, and industries that maintain heavy equipment.

## Diesel Engines and Hydraulic Systems

|                |      |   | Hrs. Per Week |     |      | Credit |
|----------------|------|---|---------------|-----|------|--------|
|                |      |   | Class         | Lab | Shop | Hrs.   |
| First Quarter  |      |   |               |     |      |        |
| HEV            | 1101 | Diesel Engine Theory and Practice   | 3             | 0   | 12   | 7      |
| ENG            | 100  | Reading Comprehension   | 1             | 2   | 0    | 2      |
| MAT            | 1101 | Fundamentals of Mathematics   | 5             | 0   | 0    | 5      |
| MEC            | 1101 | Elementary Hydraulic Principles   | 2             | 3   | 0    | 3      |
|                |      |   | 11            | 5   | 12   | 17     |
| Second Quarter |      |   |               |     |      |        |
| HEV            | 1102 | Diesel-Electrical, Fuel, Lubricating<br>and Cooling Systems                                   | 2             | 0   | 15   | 7      |
| PHY            | 1101 | Applied Science I   | 3             | 2   | 0    | 4      |
| WLD            | 1102 | Basic Welding   | 2             | 0   | 3    | 3      |
|                |      |   | 7             | 2   | 18   | 14     |
| Third Quarter  |      |   |               |     |      |        |
| HEV            | 1103 | Diesel-Hydraulic Systems, Steering,<br>Suspension, Braking, Injector<br>Testing and Servicing | 3             | 0   | 15   | 8      |
| BUS            | 1103 | Small Business Management   | 3             | 0   | 0    | 3      |
| (ECO           | 1107 | Consumer Economics)   | (3)           | (0) | (0)  | (3)    |
| PHY            | 1102 | Applied Science II  | 3             | 2   | 0    | 4      |
|                |      |   | 9             | 2   | 15   | 15     |
| Fourth Quarter |      |   |               |     |      |        |
| HEV            | 1105 | Diesel Service and Repair   | 3             | 0   | 9    | 7      |
| HEV            | 1107 | Power Train Systems   | 2             | 0   | 6    | 4      |
| ENG            | 1102 | Communication Skills  | 3             | 0   | 0    | 3      |
| PSY            | 1101 | Human Relations   | 3             | 0   | 0    | 3      |
|                |      |   | 11            | 0   | 15   | 17     |

# MACHINE SHOP

The two objectives of the machine shop course are to help students now in machine shops get a solid working knowledge of overall machine shop practice and to provide students not working in machine shops with a broad understanding of machine tools and shop practices. This course presents in a practical manner the details of such basic shop operations as bench work, layout, drilling, lathe work, milling, shaping, planning, broaching, and grinding. The course also covers the operating principles of machine tools, the use of measuring and testing instruments, and blueprint reading.

## Occupational Opportunities

Occupational opportunities are found in metal working factories, federal government installations, machine shops, maintenance shops, utility companies, and a wide variety of mechanical and technical activities.

### Machine Shop

|                |      |  | Hrs. Per Week |       |       | Credit |
|----------------|------|--|---------------|-------|-------|--------|
|                |      |  | Class         | Lab   | Shop  | Hrs.   |
| First Quarter  |      |  |               |       |       |        |
| MES            | 1101 | Machine Shop I                                 | 3             | 0     | 12    | 7      |
| BPR            | 100  | Blueprint Reading: Mechanical                  | 0             | 3     | 0     | 1      |
| ENG            | 100  | Reading Comprehension                          | 1             | 2     | 0     | 2      |
| MAT            | 1101 | Fundamentals of Mathematics                    | 5             | 0     | 0     | 5      |
| PSY            | 1101 | Human Relations                                | 3             | 0     | 0     | 3      |
|                |      |  | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |  | 12            | 5     | 12    | 18     |
| Second Quarter |      |  |               |       |       |        |
| MES            | 1102 | Machine Shop II                                | 3             | 0     | 12    | 7      |
| BPR            | 1105 | Blueprint Reading: Mechanical                  | 0             | 3     | 0     | 1      |
| ENG            | 1102 | Communications Skills                          | 3             | 0     | 0     | 3      |
| MAT            | 1103 | Geometry                                       | 3             | 0     | 0     | 3      |
| PHY            | 1100 | Industrial Science                             | 3             | 2     | 0     | 4      |
|                |      |  | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |  | 12            | 5     | 12    | 18     |
| Third Quarter  |      |  |               |       |       |        |
| MES            | 1103 | Machine Shop III                               | 3             | 0     | 12    | 7      |
| BPR            | 1106 | Blueprint Reading: Mechanical                  | 0             | 3     | 0     | 1      |
| BUS            | 1103 | Small Business Operations                      | 3             | 0     | 0     | 3      |
| (ECO           | 1107 | Consumer Economics)                            | ( 3)          | ( 0)  | ( 0)  | ( 3)   |
| MAT            | 1104 | Trigonometry                                   | 3             | 0     | 0     | 3      |
| MEC            | 1115 | Treatment of Ferrous and<br>Non-Ferrous Metals | 1             | 0     | 3     | 2      |
|                |      |  | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |  | 10            | 5     | 15    | 17     |
| Fourth Quarter |      |  |               |       |       |        |
| MES            | 1104 | Machine Shop IV                                | 3             | 0     | 12    | 7      |
| MES            | 1105 | Introduction to Numerical<br>Control Machines  | 2             | 2     | 0     | 3      |
| MAT            | 1123 | Machinist Mathematics                          | 3             | 0     | 0     | 3      |
| WLD            | 1101 | Basic Welding                                  | 1             | 2     | 0     | 2      |
|                |      |  | <hr/>         | <hr/> | <hr/> | <hr/>  |
|                |      |  | 9             | 4     | 12    | 15     |



## TOOL AND DIE MAKING

The tool and die maker is the foundation man of many industries. This individual is highly skilled and possesses a tremendous depth of technical knowledge. This curriculum is designed to start an advanced machinist into the elementary requirements of tool and die making and progress into more complex dies, jigs and fixtures, gages, and other areas.

This course will enable the advanced machinist to compare the machines found in a tool and die shop with those found in the average machine shop. Each student will be required to become highly proficient in the use of each machine used in tool and die making. The related courses are designed to give the student an opportunity to advance his knowledge in mathematics, strength of materials, drafting, and hydraulics and pneumatics. Normally, graduates of the Tool and Die Making Curriculum enter indentured apprenticeship programs, with advanced standing, in order to become a Master Tool and Die Maker. Graduates receive the Associate of Tool and Die-Technical Diploma.

### Occupational Opportunities

Occupational opportunities are found in metal working industries, government installations, job shop, captive tool rooms, maintenance shops, and a wide variety of other industries using tools, dies, jigs, and fixtures for repetitive production products.

#### Tool and Die Making

|                        |      |                                 |  | Hrs. Per Week |          |           | Credit    |
|------------------------|------|---------------------------------|--|---------------|----------|-----------|-----------|
|                        |      |                                 |  | Class         | Lab      | Shop      | Hrs.      |
| <b>Fifth Quarter</b>   |      |                                 |  |               |          |           |           |
| TDM                    | 1201 | Machine Processes               |  | 3             | 0        | 12        | 7         |
| DFT                    | 1207 | General Machine Drafting        |  | 2             | 4        | 0         | 4         |
| MAT                    | 1203 | Trigonometry                    |  | 5             | 0        | 0         | 5         |
|                        |      |                                 |  | <u>10</u>     | <u>4</u> | <u>12</u> | <u>16</u> |
| <b>Sixth Quarter</b>   |      |                                 |  |               |          |           |           |
| TDM                    | 1202 | Machine Processes               |  | 3             | 0        | 12        | 7         |
| ELC                    | 1201 | Electricity-Industrial          |  | 2             | 3        | 0         | 3         |
| MAT                    | 1204 | Compound Angles and Curves      |  | 5             | 0        | 0         | 5         |
| MEC                    | 1203 | Metallurgy                      |  | 3             | 0        | 0         | 3         |
|                        |      |                                 |  | <u>13</u>     | <u>3</u> | <u>12</u> | <u>18</u> |
| <b>Seventh Quarter</b> |      |                                 |  |               |          |           |           |
| TDM                    | 1204 | Machine Processes               |  | 3             | 0        | 12        | 7         |
| BPR                    | 1208 | Blueprint Reading: Tool and Die |  | 2             | 3        | 0         | 3         |
| MEC                    | 1205 | Strength of Materials           |  | 5             | 0        | 0         | 5         |
| MEC                    | 1209 | Hydraulics and Pneumatics       |  | 3             | 0        | 0         | 3         |
|                        |      |                                 |  | <u>13</u>     | <u>3</u> | <u>12</u> | <u>18</u> |
| <b>Eighth Quarter</b>  |      |                                 |  |               |          |           |           |
| TDM                    | 1206 | Machine Processes               |  | 3             | 0        | 12        | 7         |
| TDM                    | 1207 | Special Problems and Molding    |  | 3             | 4        | 0         | 5         |
| DFT                    | 1209 | Tool Design and Planning        |  | 2             | 3        | 0         | 3         |
|                        |      |                                 |  | <u>8</u>      | <u>7</u> | <u>12</u> | <u>15</u> |

## WELDING

The purpose of this course is to provide a sound training program of the skills involved in welding along with a background of technical information needed by the modern welder.

The curriculum is designed to give the student a sound foundation in the principles, practices, and usages of both gas and electric welding in modern industry. At the same time he will be given practice in the welding skills. In the shop, theory and practice are combined under the guidance of an instructor thoroughly competent in the trade. In addition, instruction is given in the technical fields related to welding under the instruction of specialists in the technical fields.

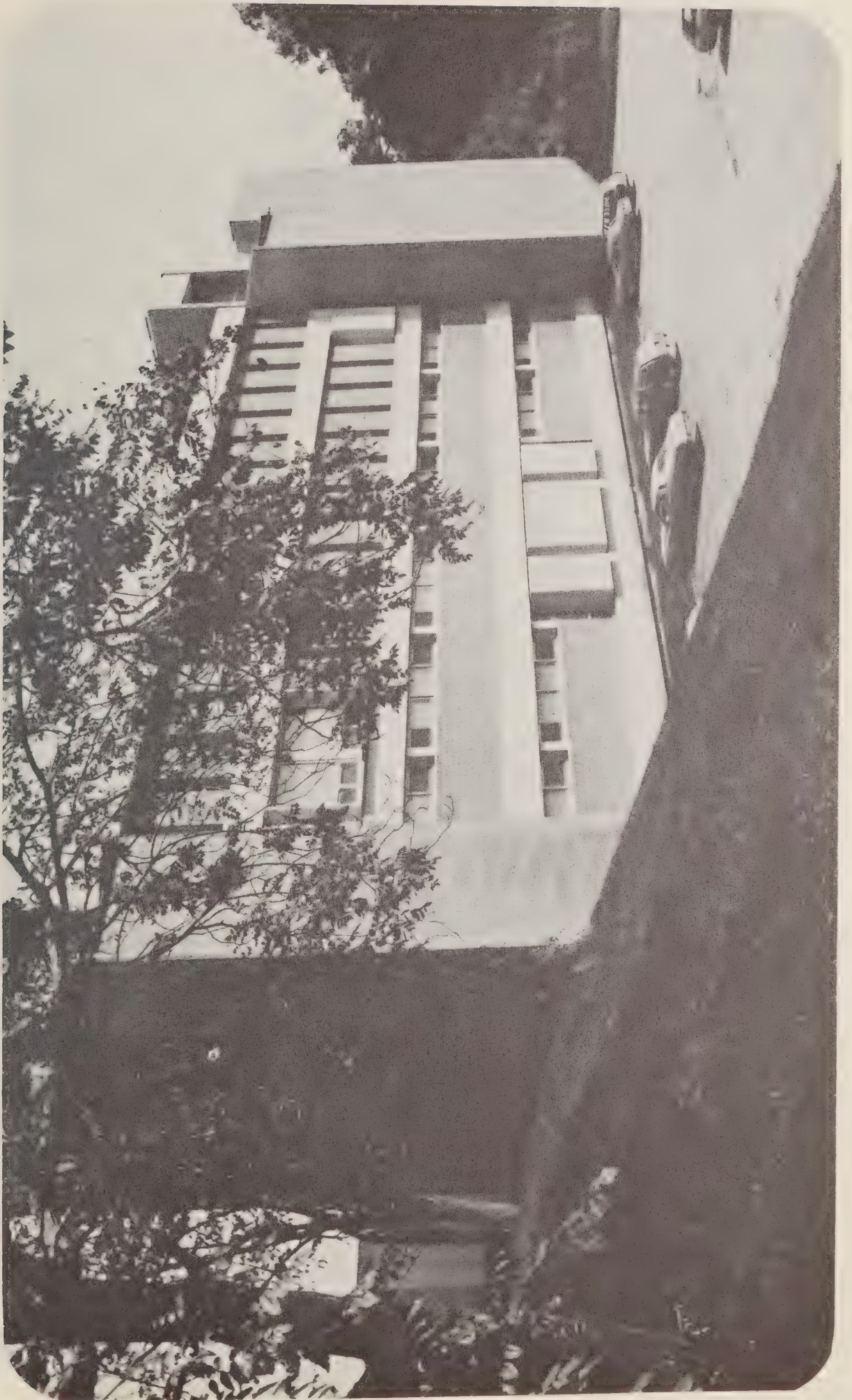
### Occupational Opportunities

Typical occupational opportunities are found in motor vehicle and equipment plants, air craft industry, construction companies, independent metal working repair shops, steel mills, and self employment.

### Welding

|                       |      |                                    | Hrs. Per Week |          |           | Credit    |
|-----------------------|------|------------------------------------|---------------|----------|-----------|-----------|
|                       |      |                                    | Class         | Lab      | Shop      | Hrs.      |
| <b>First Quarter</b>  |      |                                    |               |          |           |           |
| WLD                   | 1120 | Oxyacetylene Welding and Cutting   | 3             | 0        | 12        | 7         |
| BPR                   | 1108 | Basic Mechanical Blueprint Reading | 0             | 3        | 0         | 1         |
| ENG                   | 100  | Reading Comprehension              | 1             | 2        | 0         | 2         |
| MAT                   | 1101 | Fundamentals of Mathematics        | 5             | 0        | 0         | 5         |
| MEC                   | 1124 | Metallurgy                         | 3             | 0        | 0         | 3         |
|                       |      |                                    | <u>12</u>     | <u>5</u> | <u>12</u> | <u>18</u> |
| <b>Second Quarter</b> |      |                                    |               |          |           |           |
| WLD                   | 1121 | Arc Welding                        | 3             | 0        | 12        | 7         |
| BPR                   | 1117 | Blueprint Reading: Welding         | 0             | 3        | 0         | 1         |
| ELC                   | 1119 | Electricity for Welders            | 3             | 2        | 0         | 4         |
| ENG                   | 1102 | Communication Skills               | 3             | 0        | 0         | 3         |
| MAT                   | 1103 | Geometry                           | 3             | 0        | 0         | 3         |
|                       |      |                                    | <u>12</u>     | <u>5</u> | <u>12</u> | <u>18</u> |
| <b>Third Quarter</b>  |      |                                    |               |          |           |           |
| WLD                   | 1112 | Mechanical Testing & Inspection    | 1             | 3        | 0         | 2         |
| WLD                   | 1122 | Commercial & Industrial Practices  | 3             | 0        | 9         | 6         |
| WLD                   | 1123 | Inert Gas Welding                  | 1             | 0        | 3         | 2         |
| MES                   | 1112 | Machine Shop Processes             | 1             | 3        | 0         | 2         |
| PSY                   | 1101 | Human Relations                    | 3             | 0        | 0         | 3         |
|                       |      |                                    | <u>9</u>      | <u>6</u> | <u>12</u> | <u>15</u> |
| <b>Fourth Quarter</b> |      |                                    |               |          |           |           |
| WLD                   | 1124 | Pipe Welding                       | 3             | 0        | 12        | 7         |
| WLD                   | 1125 | Certification Practices            | 3             | 0        | 6         | 5         |
| BUS                   | 1103 | Small Business Operations          | 3             | 0        | 0         | 3         |
| (ECO                  | 1107 | Consumer Economics)                | ( 3)          | ( 0)     | ( 0)      | ( 3)      |
| DFT                   | 1136 | Pattern Development & Layout       | 0             | 3        | 0         | 1         |
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## COURSE DESCRIPTIONS

*Please examine each course description before registering and determine if all prerequisites have been met. Prerequisites shown are those courses which must be successfully completed before attempting further study. In certain cases the department chairman may waive some prerequisite.*

*\*Proficiency examinations will not be available for courses marked with an asterisk because of the nature of the course and in some cases safety requirements in the use of equipment. Any exceptions must be with the approval of the department chairperson.*

### **AHR-1121 Fundamentals of Refrigeration: Domestic (3-0-12-7)**

Terminology, laws of refrigeration, absolute pressure, and absolute temperature, energy conversion units; specific heat, latent heat, and sensible heat; measurement of heat in quantity and intensity; ton of refrigeration, pressure temperature relationships; transfer of heat by conduction, convection, and radiation; elementary refrigeration, refrigeration cycle and domestic refrigeration circuits and controls. Tools, materials, and methods applicable to refrigeration; bending, and joining tubing. Safety practices will be stressed. Emphasis will be placed on domestic equipment because of its basic nature. Prerequisite: None.

### **AHR-1122 Fundamentals of Refrigeration: Commercial (3-0-12-7)**

Commercial refrigeration installation and servicing of display cabinets, walk in coolers and freezer units and mobile refrigeration systems are studied. The use of catalogs are used to calculate heat loads, sizing, and matching system components and a study of circuits and controls, refrigerants, oils, and methods are made. The American Standard Safety Code for refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

### **AHR-1123 Principles of Air Conditioning (4-0-9-7)**

Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movements, temperature, and humidity. Use is made of the psychrometric chart and sling psychrometer in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Heating and cooling loads are estimated and duct pressures are studied. Circuit and controls, both electric and pneumatic, are applied to heating and cooling. Practical sizing and balancing of duct work is performed as needed. Prerequisite: AHR 1122.

### **AHR-1124 Principles of Heating: Fuels and Burners (3-0-6-5)**

Fuels and burners used in supplying heat for various types of heating systems—coal, oil, natural gas, manufactured gas, liquified petroleum gas, and electricity. Experiments in equipment selection, installation, adjustments and servicing will be conducted. Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment—registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared. Prerequisite: AHR 1123.

### **AHR-1126 All Year Comfort Systems and A.C. Servicing (4-0-9-7)**

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification, dehumidification, temperature control, and distribution of air in conditioned spaces. Installation of various ducts and lines needed to connect various components is made. Shop work involves circuit and controls, testing, and adjusting of air conditioning and refrigeration equipment, and locating and correction of equipment failure. Prerequisite: AHR 1124.



- AHR-1127    Duct Construction and Maintenance** **(3-0-6-5)**  
 Study of various duct materials including sheet steel, aluminum, fiber glass, and plastic. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will study and service various duct systems and perform repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. Prerequisites: DFT 1116, AHR 1123. Corequisite: AHR 1126.
- AUT-1101    Internal Combustion Engine** **(3-0-12-7)**  
 Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of engine block, crankshaft, pistons, valves, cams and camshafts, fuel and exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.
- AUT-1102    Engine Electrical and Fuel Systems** **(5-0-12-9)**  
 A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: AUT 1101.
- AUT-1121    Braking Systems** **(2-0-3-3)**  
 A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1101.
- AUT-1123    Automotive Chassis and Suspension Systems** **(3-0-9-6)**  
 Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PHY 1101.
- AUT-1124    Automotive Power Train Systems** **(1-0-9-4)**  
 Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.
- AUT-1125    Automotive Servicing** **(3-0-9-6)**  
 Emphasis is on the shop procedures necessary in determining the nature of trouble developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisites: AUT 1123, AUT 1121, AUT 1128.
- AUT-1128    Automotive Air Conditioning** **(2-0-3-3)**  
 General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.
- BIO-101    Human Anatomy and Physiology I** **(4-3-5)**  
 A study of the structure and normal functions of the human body and its systems with emphasis upon the inter-related functions of various parts and systematic processes in the development of basic physiological principles.
- BIO-102    Human Anatomy and Physiology II** **(4-3-5)**  
 A continuation of BIO 101. Prerequisite: BIO 101.
- BIO-103    Microbiology** **(4-3-5)**  
 This is a study of microorganisms, pathogenic and non-pathogenic, their relation to disease, community problems and implications for proper health techniques.
- BIO-106    Cell Structure and Function** **(2-0-0-2)**  
 The study of cellular structures and their functions of selected body systems. Prerequisite: None.

- BIO-107 Anatomy and Physiology I** (4-0-0-4)  
A study of the structure and functions of the human body with cellular and topographic emphasis relating to the fields of Medical Lab. and Radiologic Tech.
- BIO-108 Anatomy and Physiology II** (4-0-0-4)  
A continuation of BIO 107. Prerequisite: BIO 107.
- BIO-109 Anatomy and Physiology** (2-0-0-2)  
A study of the general structure and function of the human body with emphasis upon the head and neck areas.
- BIO-110 Microbiology** (2-0-0-2)  
This is a study of the anatomy, morphology, and physiology of bacteria and other microbes. Study is given to dental related microbial infections and diseases. Control and prevention of microbial infections is also emphasized.
- BIO-111 Basic Life Sciences** (4-3-0-5)  
A study of the normal structure and function of the human body, including chemical and physical processes. Also included is the study of pathogenic and non-pathogenic microorganisms.
- BPR-1104 Blueprint Reading: Mechanical** (0-3-0-1)  
Interpretation and reading the blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.
- BPR-1105 Blueprint Reading: Mechanical** (0-3-0-1)  
Further practice of interpretation of blueprints as they are used in the industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: BPR 1104.
- BPR-1106 Blueprint Reading: Mechanical** (0-3-0-1)  
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: BPR 1105.
- BPR-1107 Blueprint Reading: Construction Trades** (0-3-0-1)  
How to read pictorial and orthographic drawings. Reading elevations, floor plans, symbols, notes, scales, construction types, interior and exterior details. Prerequisite: None.
- BPR-1108 Basic Mechanical Blueprint Reading** (0-3-0-1)  
This course is designed to give the students an understanding of Industrial Blueprints. Emphasis will be placed on the study of basic lines, views, dimensions, notes, symbols, and industrial practice as related to the reading and interpreting of drawings. Prerequisite: None.
- BPR-1109 Blueprint Reading: Construction Trades** (0-3-0-1)  
Advanced reading of design variations, construction materials, practices, planning, specifications and steel structures. Prerequisite: BPR 1107.
- BPR-1116 Blueprint Reading: Air Conditioning** (1-3-0-2)  
Reading of working prints, exploded drawings, wiring schematics, equipment layouts, shop sketches, building codes, heat systems, standards and symbols. Prerequisite: BPR 1108.
- BPR-1117 Blueprint Reading: Welding** (0-3-0-1)  
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: BPR 1108.
- \*BPR-1208 Blueprint Reading: Tool and Die** (2-3-0-3)  
A complete and thorough knowledge of tool and die prints will be required. Industrial prints will be used in this course. The difference between production drawings or operation sheets and tools drawing will be presented. Assembly drawings as the piece fits into place will be broken down into each detail print required. Prerequisite: DFT 1207.



**BUS-100 Contemporary Business (3-2-4)**

A study of business as the activating element in an enterprise system striving to achieve a combination of human, material, and capital resources to satisfy the needs and wants of people. An introduction to business from the professional (as opposed to the consumer) viewpoint. Prerequisite: None.

**BUS-101 Introduction To Business (3-2-4)**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management. Prerequisite: None.

**BUS-110 Business Machines (1-3-2)**

A general survey of business and office machines. Students will receive training in techniques, processes, operation and application of electronic (ten-key display and printer) calculators. Prerequisite: None.

**BUS-115 Business Law I (3-0-3)**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. The uniform commercial code is considered wherever applicable. Prerequisite: None.

**BUS-116 Business Law II (3-0-3)**

Includes the study of laws pertaining to bailments; insurance; agency; employer and employee relations, business organization; real property, and workers benefits. Prerequisite: BUS 115.

**BUS-117 Clerical Accounting I (5-2-6)**

A concentrated study of the bookkeeping cycle with emphasis on the office technologist's aspects of collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, including practical application of the principles learned. The student covers the basic concepts of a simple service enterprise operating on a cash basis. Prerequisites: MAT 110, MAT 101 or MAT 108.

**BUS-118 Clerical Accounting II (5-2-6)**

A thorough treatment of the field of general accounting, including elaboration on the bookkeeping cycle, providing the necessary foundation for transfer of clerical accounting skills to the business world. The course includes, among other aspects, accounting for notes, adjusting and closing entries, and accounting for purchases and sales. Accounting for partnerships is emphasized. Additionally, clerical accounting skills are further developed through the study of a pegboard accounting system. Laboratory projects include correlated problems and practice sets. Prerequisite: BUS 117.

**BUS-119 Clerical Accounting III (5-2-6)**

A study of accounting for continued growth stemming from mastery of the recording techniques of general accounting and advancing to the complications of accruals and deferrals and, finally, to the "use understanding" of accounting records, reports, and financial statements. The corporate structure and its accounting complications are presented. Laboratory projects include correlated problems and practice sets. Prerequisite: BUS 118.

**BUS-120 Accounting I (5-2-6)**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: None.

**BUS-121 Accounting II (5-2-6)**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

- BUS-122 Accounting III** (5-2-6)  
The student is given a thorough knowledge of concepts used in the preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed prior to making a selection as to how these items will be utilized. Prerequisite: BUS 121.
- BUS-123 Finance I** (5-0-5)  
Stockmarket transactions and brokerage operations are used as a vehicle in presenting this course. Financing of business units includes individuals, partnerships, corporations, and trusts. Sources and uses of capital are covered. Prerequisites: BUS 101, BUS 120.
- BUS-125 Bank Fundamentals** (5-0-5)  
The study and application of bank fundamentals. Emphasizes current trends in philosophy and position of management. Prerequisite: None.
- BUS-206 Banking and Finance Credit** (5-0-5)  
The techniques of installment lending are presented. Emphasis is placed on establishing the credit, obtaining and checking information, servicing and loan, and collecting the amounts due. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Prerequisite: BUS 121.
- BUS-207 Principles of Bank Operations** (3-2-4)  
The economic importance of banks; the receiving function, processing of cash items, bookkeeping operations, posting system, legal relationships with depositors, internal controls, trust services, growth of the American banking system, banking and public service. Prerequisite: BUS 120.
- BUS-208 Financial Statements Analysis** (3-2-4)  
A study of analytical procedures utilized in evaluating solvency and profitability of businesses. Horizontal and vertical analysis of comparative statements are examined in the light of general economic conditions and conditions unique to the businesses being evaluated. Prerequisite: Department Permission.
- BUS-222 Control Accounting** (3-2-4)  
An introductory study of accounting for departmental operations, cost systems, and budgetary controls. This course is for the non-accounting student. The student will gain an understanding of basic decentralized operations, absorption of costs, and the nature and objectives of standards and budgeting. Prerequisite: BUS 121.
- BUS-223 Intermediate Accounting** (5-0-5)  
A general investigation of the accounting principles, concepts, and procedures underlying the preparation of financial statements followed by an in-depth analysis of financial statements and managerial implications as they are derived from accounting data. Prerequisite: BUS 122.
- BUS-225 Cost Accounting I** (5-0-5)  
Nature and purpose of cost accounting, accounting for direct labor, materials, and factory overhead; for job order and process cost systems. Prerequisite: BUS 121.
- BUS-226 Cost Accounting II** (5-0-5)  
A study of standard cost procedures; selling, administrative and distribution costs; budgeting and management use of cost data. Prerequisite: BUS 225.
- BUS-229 Taxes I** (3-2-4)  
A study of federal and state personal income taxes, payroll taxes, sales and use taxes. Prerequisite: BUS 121 or HRM 105.
- BUS-230 Taxes II** (3-2-4)  
A study of federal and state partnership and corporate income taxes. Prerequisite: BUS 229.



**BUS-231 Government and Business (3-0-3)**

A discussion of the extent to which government regulates business and the economy along with the implications and problems with which students, as citizens and voters, must be familiar. Covered are such regulations as Interstate Commerce Act, Sherman Act, Clayton Act, Pure Food and Drug Act, The Federal Fair Labor Standards Act, and the National Labor Relations Act. Prerequisite: ECO 104.

**BUS-233 Personnel Management and Supervision (5-0-5)**

This course presents the fundamental principles and successful practices in the organization and supervision of employees. A study of the critically important and practical concepts of modern day supervision is presented. Results of modern social-psychological research and case studies are employed to demonstrate and emphasize leadership and motivation in the job situation. Prerequisite: None.

**BUS-234 Introduction to Management (3-2-4)**

The student is given a thorough introduction to basic theories of management and techniques of applying these in a real situation. Prerequisite: None.

**BUS-235 Business Organization & Management (3-2-4)**

Principles of business organization, administration and management covering management theory including planning, staffing, controlling, coordinating, directing, financing, and budgeting. An over view of developing and engineering the product, methods analysis and control, principles and administration of industrial relations and financing controls as interrelated functions of management are stressed. Prerequisite: BUS 101.

**BUS-236 Small Business Management (3-0-3)**

A study of the principles of management as they relate to small businesses. The problems of small businesses will be stressed along with the possible solutions and how to alleviate the most common causes of business failures. Prerequisite: None.

**BUS-237 Advertising (5-0-5)**

A study of the role of advertising in the American economy, considering the importance in the business operations with resulting profits and business success. The instructions in the techniques of advertising and display. Prerequisite: BUS 239.

**BUS-238 Consumer Behavior (3-2-4)**

An examination of motivational and behavioral approaches to understanding consumer behavior in buying goods and services and the business-management problems relating to buyer decisions. Prerequisite: BUS 239.

**BUS-239 Introduction to Marketing (5-0-5)**

A general survey of the field of marketing, with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None.

**BUS-240 Channels of Distribution (5-0-5)**

A study of the characteristics, economic aspects, regulations, services, and problems relating to systems of physical distribution. Prerequisite: BUS 239.

**BUS-247 Insurance (5-0-5)**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: BUS 116 or HRM 102.

**BUS-248 Marketing Research (5-0-5)**

A study of the role of Marketing Research in the American economy to include techniques for maximizing performance within marketing channels. Prerequisite: BUS 239.

**BUS-249 Inventory Control (5-0-5)**

A study of acquisition, control and distribution of inventories to include: ordering, control, and distribution techniques which may prove profitable in a marketing venture. Prerequisite: BUS 121.



**\*BUS-266 Professional Sales Techniques (3-0-3)**

A study of the fundamentals of salesmanship in retail, wholesale, and specialty selling. Theory techniques in selling and practice demonstrations will be utilized. Emphasis will be placed on prospecting for sales, planning selling strategies, sales presentation and closing techniques. Prerequisite: BUS 239.

**BUS-269 Auditing (3-2-4)**

Principles of conducting audits both internal and external, with special emphasis on the control and safeguarding of assets and properly recording liabilities. Prerequisites: BUS 223.

**BUS-296 Real Estate Fundamentals for Salespersons (5-0-5)**

An introductory-level course in real estate practices and principles, basic real estate law, finance, construction, and the role of government in real estate. This course is designed to provide the student with the information necessary to qualify for the "North Carolina Real Estate Salesman's Exam." Prerequisite: None.

**BUS-297 Real Estate Fundamentals for Brokers I (5-0-5)**

An introductory-level course in Real Estate Fundamentals for students seeking a North Carolina Real Estate Brokers License. Topics covered include brokerage, real estate law, and transfer of title to real property. CAUTION: Only satisfactory completion of course II will qualify the student for any "North Carolina Real Estate Broker's Exam." Prerequisite: None.

**BUS-298 Real Estate Fundamentals for Brokers II (5-0-5)**

A second course in Real Estate Fundamentals. Topics covered include real estate financing, closing, property management, construction, valuation, and governmental influences in real estate. Successful completion of BUS 297 and BUS 298 will qualify the student to take the "North Carolina Real Estate Broker's Exam." Prerequisite: **NOTE:** This course is open **only** to students who have completed BUS 297 with a grade of "C" or better.

**BUS-1103 Small Business Operations (3-0-0-3)**

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

**CAR-1101 Carpentry I (5-0-15-10)**

This course will be presented as an introduction to the first steps necessary from the finished foundation to the complete framing of a building. Methods of framing entire walls before erection will be presented. Motion saving methods and overall planning of time will be presented. Size of nails and identification of nails will be studied. Prerequisite: None.

**CAR-1102 Cabinetmaking I (5-0-15-10)**

This course is designed to introduce the student to hand tools used in a cabinet shop. After several projects with hand tools the student will be placed on each machine. Various types of wood will be used and identification of the various types of wood will be required. Prerequisite: CAR 1101.

**CAR-1103 Carpentry II (0-0-12-4)**

In this course the student will study all types of roof construction. Each student will be required to cut and assemble all types of rafters. Students will be required to put on all types of shingles and prepare a roof for "built up construction". The students will also be required to study the framing square in order to figure the length of rafters and cutting of all types of rafters and truss construction. Prerequisite: CAR 1102.

**CAR-1104 Cabinetmaking II (0-0-9-3)**

This course will go into the necessary framing for cabinet work. Students will be presented a study of built-in cabinets and pre-constructed cabinet work. Built-in book cases and special work will be presented. Prerequisite: CAR 1102.

**CAR-1105 Supervised Work Experience (2-0-24-10)**

This course will present the student with the finish work of carpentry. Types of baseboard, moulding, door facing, and framing and finishing stair cases will be presented. Each student will be subjected to a series of projects under close supervision that will require use of all finishing tools normally used by a carpenter. Clean work and self pride will have an emphasis in this course. Prerequisites: CAR 1103, CAR 1104.

**CHM-100 Introduction to Chemistry (3-3-4)**

For students who need additional work in General Chemistry. An introduction to General Chemistry which is essential for understanding organic and biological chemistry. Laboratory work emphasizes these basic concepts.

**CHM-101 Fundamentals of Physiological Chemistry (3-2-4)**

Emphasis is placed on physiological aspects of inorganic chemistry, organic chemistry, and biochemistry. Theoretic topics are dealt with briefly as an aid to understanding bodily processes. Prerequisite: Admission requirements.

**CHM-102 Engineering Chemistry (3-2-4)**

This course involves a study of physical and chemical properties of substances, weights and measurements, electrochemistry, and metals in their application of chemistry to industry. Prerequisite: MAT 101.

**CHM-103 MLT Chemistry I (3-2-4)**

This course involves basic chemical principles needed for understanding atomic structure, solution concentrations, chemical reactions, acids, bases, salts, weights and measurements.

**CHM-104 MLT Chemistry II (3-2-4)**

This is a study of application of physiological chemistry in relation to diagnosis in the laboratory. Prerequisite: CHM 103.

**CHM-111 General Chemistry (3-4-5)**

An introductory chemistry course involving chemical terminology, atomic structure, properties of some elements, and the function of the periodic table. Properties of compounds and mixtures are studied as are types of chemical reactions. Laboratory work consists of various inorganic reactions and preparations. Corequisite: MAT 100.

**CHM-112 General Chemistry (3-4-5)**

This course involves a study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations, weights and measurements. Prerequisite: CHM 111.

**CHM-113 General Chemistry (3-4-5)**

A study of the properties of elements not covered in CHM 112 and a study in greater depth of the combining properties of the elements including equivalent weights. Laboratory work includes chemical reactions and an investigation of properties of solutions. Prerequisite: CHM 112.

**CHM-121 Qualitative Analysis (3-6-5)**

Qualitative analysis is the branch of analytical chemistry which determines the presence or absence of elements, radicals, or ions in an unknown substance or mixture of substances. Students will be expected to analyze and study unknown substances to determine which ions are present. Analytical operations, the system of analysis, principles of qualitative analysis, analysis for anions, analysis for cations, analysis of alloys, salts, and commercial substances constitute major areas of study. Prerequisite: CHM 113.

**CHM-222 Quantitative Chemical Analysis (3-6-5)**

Emphasis is placed on developing laboratory techniques employed in the volumetric analysis of acids and bases. The students will become thoroughly familiar with the principles and procedures of neutralization titration. Classroom work will emphasize the stoichiometric calculations involved in interpreting the results of analysis. Laboratory work will consist of percentage analysis of selected substances. Prerequisite: CHM 121.



**\*CHM-223 Quantitative Chemical Analysis (2-9-5)**

The more complex types of quantitative analysis. Special emphasis on the theory of oxidation-reduction and gravimetric analysis. Instrumental analysis is introduced and use of modern analytical devices is stressed. The student will become familiar with the principles of redox reaction, ionization constants and pH of solutions. Stress is placed on the stoichiometric calculations of quantitative chemical analysis. Classroom work complements quantitative determinations in the laboratory. Prerequisite: CHM 222.

**CHM-231 Organic Chemistry (3-6-5)**

Nomenclature, structure, preparation, properties, and reactions of aliphatic organic compounds. Laboratory work will emphasize techniques. Prerequisite: CHM 223.

**CHM-232 Organic Chemistry (3-6-5)**

The nomenclature, structure preparation, properties, and reactions of aromatic organic compounds. Laboratory work emphasizes techniques and involves preparation and analysis of selected organic compounds. Prerequisite: CHM 231.

**\*CHM-241 Industrial Chemical Analysis (3-9-6)**

An industrial laboratory situation is simulated. Principles and techniques learned in previous quarters are utilized in solution of problems common to local industry. It will be the responsibility of the instructor to determine and submit in outline form a program of suitable scope and sequence of topics which he will work out from consultation with his local advisory committee, representing the industry. Prerequisites: CHM 223, CHM 231.

**\*CHM-242 Industrial Chemical Analysis (3-9-6)**

An industrial laboratory situation is maintained and the emphasis on instrumentation is expanded. Problems of industrial quality control. Plant visitations. Prerequisite: CHM 241.

**CHM-244 Environmental Chemistry (3-2-4)**

This study is intended to demonstrate the existence of a deep, underlying core of principles to which all aspects of environmental science can contribute and from which each can draw. Our aim is to shift the emphasis toward an integrated consideration of five fundamental categories of variables: energy, matter, space, time and diversity. Efficiency of energy transfer in systems will be of major importance. Finally, many practical problems in environmental science are reaching crisis dimensions for all of mankind, and the attention of our most talented youth should be directed to them. Prerequisite: CHM 113.

**CIV-101 Surveying (2-6-4)**

Theory and practice of plane surveying, including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys. Corequisite: MAT 100.

**CIV-102 Surveying (2-6-4)**

Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping. Prerequisite: CIV 101. Corequisite: MAT 102.

**CIV-103 Surveying (2-6-4)**

Route surveys by ground and aerial methods; simple, compound, reverse, parabolic and spiral curves; geometry design of highways; highway surveys and plans, including mass diagrams. Prerequisite: CIV 102. Prerequisite: MAT 102.

**CIV-114 Statics (5-0-5)**

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structure; equilibrium of forces in space; static and kinetic friction; center of gravity, centroids, and moment of inertia. Corequisite: MAT 102.

- CIV-202 Properties of Soils (2-2-3)**  
Study of soil types and their physical properties; mechanical analysis and tests of soils; techniques and subsurface investigation; earth pressure theories; bearing capacity; stability of slopes; hydrostatics of ground water; methods of compaction and consolidation. Prerequisite: CIV 220.
- CIV-204 Surveying (2-6-4)**  
Aerial photogrammetry; applications of aerial surveys; building and road construction surveying; lines and grades for foundation layout, building construction, bridge layout, sewer and pipe line surveys, further study and application of advanced surveying techniques and instruments. Prerequisite: CIV 103.
- CIV-216 Strength of Materials (5-0-5)**  
Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflection in beams; introduction to statically indeterminate beams; columns; combined stresses. Prerequisite: CIV 114.
- CIV-217 Construction Methods and Equipment (4-4-6)**  
Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips.
- CIV-218 Plain and Reinforced Concrete (4-4-6)**  
Study and testing of the composition and properties of concrete including cementing agents, aggregates, admixtures, and air-entertainment; design and proportioning of concrete mixes to obtain pre-determined strengths and properties; methods of placing and curing concrete; standard control tests of concrete. Analysis and design of reinforced concrete beams, floor systems and columns. Principles of prestressed precast concrete. Prerequisite: CIV 216.
- CIV-219 Steel and Timber Construction (4-4-6)**  
Analysis and basic design of steel beams, tension members, columns, and riveted, high strength bolted, welded connection; study of plate girders, industrial building roofs and vents, continuous spans, lightweight steel construction; use of American Institute of Steel Construction Manual; introduction to rigid frames and plastic design in steel. Design of timber members and their connections. Field inspection trips. Prerequisite: CIV 216. Corequisite: CIV 225.
- CIV-220 Construction Planning (4-0-4)**  
Analysis of construction plant layout requirements and contractor's organization for building and highway projects. Construction scheduling; project control and supervision; coordinating trades on building construction. Operations, charts and practical application of Critical Path Methods (CPM) for construction planning, scheduling, and "time-cost" determination. Prerequisite: CIV 217.
- CIV-221 Asphalt (2-2-3)**  
Study and testing of asphaltic materials, asphalt pavements and surface treatments. Testing will include the flash point test, viscosity, stability and flow, and ductility. Study of asphalt in application to bridges, hydraulics, roadways and appurtenances. Prerequisites: CIV 218 & CIV 202.
- CIV-225 Estimates, Codes and Specifications (4-4-6)**  
Interpretation of working drawings of timber, steel, and reinforced concrete structures and highways; bidding procedures from preliminary survey to final bid; study of the North Carolina Building Code and the Occupational Safety & Health Act (OSHA); practical costs and estimates problems; specifications. Prerequisite: CIV 220.
- CIV-227 Construction of Highways (4-0-4)**  
Construction practices for road building, including soil properties, grading base, sub-base, drainage, cuts and fills. Design of intersections, study of traffic flow and surveys, timespace diagrams. Organizational structure of the national highway system. Field trips. Prerequisites: CIV 202, CIV 103, CIV 218, CIV 221.



**CIV-228 Engineering Relations and Ethics (2-0-2)**

Study of the Engineers' Codes. Brief coverage of other fields of engineering technology. Ethical relations with employer, employees, clients, other technicians. Class discussions of situations involving engineering law and ethics. Prerequisite: Senior status.

**CIV-229 Branches of Civil Engineering Technology (3-0-3)**

Study of hydraulics, dam design, traffic engineering, hydrology, water systems design and layout, sewage treatment. Field trips. Prerequisite: Senior status.

**CJC-101 Introduction to Criminal Justice (5-0-5)**

This course is designed to provide the student with a philosophy of criminal justice with its legal limitations in our society and the primary responsibilities of the various agencies of the criminal justice system. The basic processes of criminal justice are discussed. The student receives an orientation relative to job opportunities. Prerequisite: None.

**CJC-102 Introduction to Criminology (5-0-5)**

A general course designed to introduce the student to the causation of crime and criminal deviant behavior. The course presents the problem of crime historically and the aspects of contemporary efforts to meet the social problems caused by criminal behavior. Prerequisite: None.

**CJC-110 Introduction to Juvenile Justice (5-0-5)**

A general survey of juvenile behavior considers individual and social problems; theories of delinquency causation, and methods of prevention and correction. The course presents a general overview of the Juvenile Court and the system of juvenile justice. Prerequisite: None.

**CJC-115 Criminal Law I (3-0-3)**

A course designed to present the concepts of criminal law and to provide a legal groundwork for those who seek to enter the criminal justice field. Prerequisite: None.

**CJC-125 Judicial Process (4-0-4)**

This course provides the student with a review of court systems, procedures from incident to final disposition, principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: CJC 101.

**CJC-200 Crime Prevention (3-0-3)**

This course is designed to make the student aware of the many opportunities for law-breaking open to the potential criminal. Various types of preventive securities such as locks, lighting, alarms, neighborhood watch programs, public presentations on crime prevention to interested groups by the students, etc., will be studied. Prerequisite: None.

**CJC-201 Motor Vehicle Law (3-0-3)**

A study of the traffic enforcement codes with primary emphasis placed on North Carolina Law as it relates to motor vehicles. Prerequisite: None.

**CJC-202 Traffic Planning and Management (3-2-4)**

This study covers the topic of traffic management and enforcement giving an overview of problems as they exist today. Attention is given to legislation, organization of the traffic unit, responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and allocation of personnel and materials. Accident investigation is stressed. Prerequisite: None.

**CJC-205 Criminal Evidence (4-0-4)**

The kinds of legal evidence and the rules governing the admissibility of evidence in court are explored in this course. Rules of evidence that apply in civil, criminal, and Federal courts are discussed. Topics include: the hearsay rule, dying declarations, privileged communications, and the concepts of relevancy, competency and materiality. Prerequisite: CJC 101.

**CJC-206 Community Relations (3-0-3)**

This course provides the student with an understanding of community structure as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis is on the organization and function of these groups as they relate to the profession of criminal justice-protective service. Prerequisite: CJC 101.

**CJC-210 Criminal Investigation I (4-0-4)**

This course introduces the student to fundamentals of investigation, crime scene search, recording, collection and preservation of evidence. Sources of information, interview and interrogation, case preparation, and court presentation will be discussed. Prerequisite: Permission of Department Chairperson.

**CJC-211 Introduction to Criminalistics (4-2-5)**

A general survey of criminal investigation includes the methods and techniques used in modern scientific investigation of crime, with emphasis on the practical use of these modern methods by the student. Laboratory techniques will be demonstrated and the student will use the scientific laboratory equipment. Prerequisite: CJC 210.

**CJC-212 Narcotics, Drugs, and Human Behavior (3-2-4)**

This course familiarizes the student with North Carolina drug laws and introduces the identification and classification of dangerous drugs. Emphasis is on the various effects that the different drugs have on the human body and in the temperament of individuals. Prerequisite: Permission of Department Chairperson.

**CJC-213 Criminal Investigation II (4-0-4)**

This is a continuation of CJC 109 with emphasis on specific offenses such as homicide, burglary, robbery, larceny, narcotics, arson, and sex. Prerequisite: CJC 210.

**CJC-216 Criminal Law II (3-0-3)**

A continuation of CJC 105 with emphasis on North Carolina Law. The course deals with the concept of criminal responsibility and competency; the law of arrest, and search and seizure; rights of arrested persons; and the laws governing wiretapping and electronic surveillance. The case book approach is used, with leading cases assigned as outside reading and for class discussion. Prerequisite: CJC 115.

**CJC-217 Patrol Procedures (3-0-3)**

This course includes methods of personnel distribution and assignments, operation of vehicles on patrol, answering calls of various types. It provides the opportunity to develop perception and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented. Prerequisite: Permission of Department Chairperson.

**CJC-220 Police Organization, Administration and Supervision (5-0-5)**

Principles of organization and administration, personnel management and supervision, training, communication, records, property maintenance, and miscellaneous services are introduced. Prerequisite: None.

**CJC-250-251-252 Topics in Criminal Justice— Law Enforcement**

These courses provide credit for approved special education of college level beyond minimum standards (basic) training and outside the regular curriculum. The courses may be used only as electives with variable credit from one to a maximum of one-half the elective hours required. All credit awarded by this method must be documented by the department chairperson and processed as proficiency credit.

**CSP-100 Food Preparation I (3-6-5)**

To instruct the student in the basic principles of fine cuisine as it is practiced in the finest hotels and restaurants in the country, with emphasis on sanitation, maintenance, layout, duties of the various stations in the kitchen, vegetable preparation, operation and safety hazards of the various pieces of equipment in the kitchen. Basic oriental cuisine will be emphasized to demonstrate the importance of "mise en place."



**CSP-101 Food Preparation I****(3-0-9-6)**

This course orients the student in the various opportunities in the food service industry as well as the classical stations of the "back of the house." The safety, care and use of the tools of the kitchen will be stressed. Basic sanitation and personal hygiene will be taught. Precosting and stewarding will also be stressed. Lectures and demonstrations will be followed by a practical lab. With emphasis on eye appeal and variety, the student will prepare and compose fresh, frozen, and canned vegetable plates, along with appropriate garnishes to demonstrate the merchandizing of these plates. Students will be given an opportunity, on a rotating basis, to work as a "commis" in a live production class in six cafeteria-style services. Prerequisite: None.

**CSP-103 Food Preparation II****(3-0-12-7)**

The student will learn the principles of egg cookery including breakfast preparation. The student will prepare a variety of hot and cold hors d'oeuvres such as Quiche Lorraine, Coquille St. Jacques, Shrimp Remoulade, and Antipasto. The principles and techniques of innovative salad preparation and presentation will be covered. Ingredients, dressings, structure, assembly and garnish will be emphasized. The student will be given the opportunity to develop skill in the prep of simple consommés as well as a variety of cream soups, chowders, bisques and national/regional soups. Thickening agents will be evaluated for the thickening power, holding properties, ease of handling, appearance and taste. Lectures and demonstrations will be followed by a lab. The commis will be involved in six live (a la carte) productions. Prerequisites: CSP 101 and CSP 107.

**CSP-104 Food Preparation III****(3-9-6)**

This course will train the student to prepare fish meats and poultry dishes with their respective sauce. Fine cuisine is detailed with quantity food preparation and production stressed. Prerequisite: CSP 103.

**CSP-105 Baking I****(2-0-3-3)**

This program is designed as an introduction to all phases of baking with comparison of home type baking versus commercial baking. The emphasis will be on sources and values, properties and functions of various baking ingredients and formula procedures. Production of a variety of cookies, nut breads, non-pastry desserts, and puddings will make up the lab portion of this course. Safety rules and hazards of the bake shop will be discussed. Prerequisite: CSP 101 and CSP 107.

**CSP-106 Food Preparation III****(3-0-12-7)**

Emphasis is on the preparation of entrees and their sauces. Exotic and delectable table d'hôte menus will be prepared and combined with the main course. Portion Control will be stressed. Beef, veal, lamb and pork in their primal cut form will be used on occasion to demonstrate meat cutting methods. Preparation of seafood with compound butters and sauces will be included. A variety of poultry dishes will be presented. The selection and use of stocks and bases will be discussed. Production class will feature six international buffets. Prerequisite: CSP 103.

**CSP-107 Food Service Equipment Orientation****(1-2-0-2)**

This course is to familiarize the student in the operation and safe handling of every major piece of mechanical equipment in the kitchen of the college lab. He will be given the opportunity to learn the inner workings of each piece of kitchen equipment, breaking it down for cleaning and subsequent restructure into its functional entity once again. Functions, uses, operating techniques and safety devices of each piece of equipment will be stressed. Prerequisite: None.

**CSP-108 Menu Planning****(1-2-0-2)**

In this course the student will be involved in writing, planning, and merchandising different types of menus. The influence of location, plant, equipment, employees, and customers will be discussed. Techniques used to identify and understand the customer's needs will be stressed. The essential human food requirements will also be discussed and implemented in the menu.

**CSP-109 International Cuisine (2-2-0-3)**

Essentially a research course that will attempt to discover, isolate and trace to their sources the factors which distinctly identify and label the cuisines, culinary practices and techniques of specific countries and certain general geographical areas of the world.

This course will include but not be limited to investigation into and discussions of the history, geography, philosophy, arts, and social structure of the cultures in question, to determine their effect upon gastronomic habits. The course will also look into the origins of famous preparations such as Chicken Marengo, Crepes Suzette, Caesar Salad, Peche Melba, et. al.

Only through investigations such as these can the student develop the background, knowledge, and sensitivity so vital to the creative role of the chef.

**\*CSP-110 Supervised Work Experience (2-0-40-6)**

This course is planned to give the student an opportunity to work in the industry and gain practical experience. Prerequisite: Successful completion of major courses through 3rd quarter or departmental approval.

**CSP-112 Baking II (2-0-3-3)**

An introduction to more complex baking preparations will be developed in this course. Techniques in the preparation of cream, fruit, and specialty pies will be taught. Frozen desserts and souffles will be produced. The student will study gelating and cake varieties, including formula procedures. Practical assignments will be given. Prerequisites: CSP 101, CSP 107 and CSP 105.

**CSP-113 Baking III (2-0-3-3)**

This course will begin with a review of the study of all flours and leads to the preparation of breads and pastries. Types, uses and applications of yeast will be stressed. Plain breads, using all types of flours, sweet rolls, dinner rolls and Christmas cakes will be produced. The finished product will be tested by the instructor and then placed for sale on the cafeteria production line. Prerequisite: CSP 112.

**CSP-114 Gardemanger (2-0-3-3)**

This course is to develop the skills and to teach the students the art of gardemanger, the preparation of cold foods. Presentation of piece montè such as chaud froid, grosse piece, and bread weaving will be included. Demonstration will be given for ice carving, pastillage, marzipan, and tallow sculpture. Prerequisite: First year curriculum.

**CSP-201 Food Preparation IV (3-0-12-7)**

The ultimate in advanced culinary preparations is taught. New skills, methods, and preparations will be emphasized. In conjunction with the classical lab, the students will learn, develop and apply an appreciation of table service and techniques. A complete table d'hôte menu will be prepared. In the production class, the student will assume the roles of chef de partie, sous chef or chef of the day, with the responsibility of planning, precosting and producing a cafeteria-type service. Supervising a station and or the entire kitchen will be emphasized to expand the participant's knowledge of both team work and supervision. Prerequisites: First year curriculum and CSP 110.

**CSP-203 Dining Room (1-2-0-2)**

This course focuses on various forms of dining room service. American, French, Russian and buffet service techniques and procedures will be applied. Practical skill is developed through actual table service in the "Tar Heel Room" of the College. The student will be given an opportunity to perform, on a rotating basis, the role of maitre d'hotel, waiter/waitress. This program will also cover, when applicable, gueridon service. French menu terminology, dining equipment utilization and merchandizing of the dining room will be stressed. Prerequisite: First year curriculum.

**CSP-207 Food Preparation VI (3-0-12-7)**

The student is afforded an opportunity to broaden knowledge and gain practical experience in the preparation of representative foods of different countries. The menus will offer a wide variety of international dishes. Included will be cuisines of Scandinavia, Italy, the Orient and Germany. Buffet planning and layout will also be taught. Emphasis will be on development of personal and professional competence. Prerequisite: CSP 210.



**CSP-208 Convenience Foods (1-2-0-2)**

This course is designed to show the students the potentials of convenience foods and how to use them. Programming convenience foods into the menu will be discussed. Comparisons will be made to test the feasibility and quality of convenience food products. Prerequisite: First year curriculum.

**CSP-210 Food Preparation V (3-0-12-7)**

This course will pull together the student's knowledge and resources in menu planning, forecasting, purchasing, and preparing an a la carted and/or table d'hote menu. This application will be demonstrated in the form of a live production class in the main dining room of the college. The menus will be made up of hors d'oeuvres, soups, entrees, and desserts. Heavy emphasis will be placed in the mise en place of these preparations.

**CSP-214 Wine Appreciation (1-2-0-2)**

This course is designed to have the students practice advance food preparation on the gueridon in conjunction with the service of wine. Geography, history, classification, and vintages of the wines will be taught and discussed. Tasting and selecting the appropriate wine for the gueridon preparation will be emphasized. Prerequisite: First year curriculum.

**DEN-102 Introduction to Dental Assisting (3-0-0-3)**

An introduction to the dental profession; its purpose, history, progress, and the education, training, function and respective professional organizations, laws, and ethics governing the practice of dentistry; professional and social conduct of the dental assistant. Prerequisite: None.

**DEN-103 Dental Materials I (2-2-0-3)**

A study of the physical and clinical properties and origin of dental materials, including the manufacturing process of specific materials. Laboratory exercises are designed to develop skills in manipulation and in understanding the application of the materials to dental procedures. Emphasis is on gypsum products, waxes, impression materials and polymers. Prerequisite: None.

**DEN-104 Oral Anatomy and Histology (2-2-0-3)**

Primarily a lecture course designed to develop a knowledge and understanding of the anatomy, nomenclature, development, arrangement, function and histology of the human dentition and some supporting structures. Laboratory experiences consist of studying and identifying models and extracted natural teeth. Prerequisite: None.

**DEN-106 Head and Neck Anatomy (3-0-0-3)**

This course contains a detailed study of the musculature, blood and nerve supply of the head and neck. A comprehensive study of the bones, landmarks, sinuses and foramina of the skull is also included. Prerequisite: DEN 104.

**DEN-120 Clinical Science I (3-4-0-5)**

A study of clinical procedures and treatment; the care and use of dental instruments and equipment, and manipulation of materials associated with clinical procedures. The chairside assisting laboratories and lectures are designed to train the student to anticipate the needs of the dentist when operating and to assist him in all procedures. Prerequisite: All DEN courses in first quarter.

**DEN-122 Dental Materials II (2-2-0-3)**

A continuation of Dental Materials I with emphasis on materials used in restorative dentistry. Prerequisite: DEN 103.

**DEN-123 Oral Health Education (1-2-0-2)**

A study of the etiology, prevention, and control of dental caries and periodontal disease with emphasis on the dental assistant's role in oral health education. Prerequisite: All first quarter courses in the Dental Assisting curriculum. Prerequisite: None.

**DEN-124 Oral Pathology (3-0-0-3)**

Will provide the student with a fundamental knowledge of the major oral pathological conditions, the causes and treatment. Prerequisite: All DEN courses in first quarter.

**DEN-130 Clinical Science II (2-4-0-4)**

A continuation in chairside procedures and techniques from DEN 120 with emphasis placed on the role of the dental assistant in various dental specialties, such as endodontics, periodontics, orthodontics and oral surgery. Prerequisite: All DEN courses in the first and second quarters.

**DEN-131 Dental Office Management (4-2-0-5)**

Principle and procedures related to the management of the dental office, including maintenance of inventories, ordering supplies, financial records, clinical records, scheduling appointments, telephone technique and establishing favorable patient relations. Prerequisite: All DEN courses in the first and second quarters.

**\*DEN-132 Dental Office Practice I (0-0-12-4)**

An introduction to practice in the dental office or dental clinic. Emphasis is on the role of assisting the operator in a variety of limited dental procedures. Prerequisites: All DEN courses in the first and second quarters.

**DEN-133 Office Emergencies and First Aid (1-0-0-1)**

A study of dental office emergency routine, and administering first aid to combat an emergency situation. A basic CPR course is included. Prerequisite: All DEN courses in the first and second quarters.

**DEN-134 Pharmacology (1-0-0-1)**

Designed to give the student a fundamental knowledge of the actions and effects of common drugs on normal and diseased tissue; to explain the therapeutic effect of certain drugs, to classify the various drugs, and to enable the student to understand the prescribing of various drugs. Prerequisite: All DEN courses in the first and second quarters.

**\*DEN-140 Dental Office Practice II (0-0-21-7)**

Practice in the dental office or dental clinic; assignments are rotated to encompass experience in office management, the dental laboratory and the operator. Emphasis on chairside assisting in a variety of clinical procedures. Prerequisites: All DEN courses in the first, second and third quarters.

**DEN-141 Dental Assistant Seminar (3-0-0-3)**

A study of personal responsibilities as a practitioner including employee-employer relations, opportunities for continued development as a person and as a health worker and evaluation of clinical experience. Prerequisites: All DEN courses in the first, second and third quarters.

**DEN-142 Diet and Nutrition (2-0-0-2)**

To acquaint dental assisting students with basic principles of nutrition and to apply these principles of nutrition to clinical dentistry. Prerequisites: All DEN courses in the first, second and third quarters.

**DFT-101 Drafting (2-4-4)**

Introduction to field of drafting; lettering; use of instruments; geometric constructions; orthographic projection theory, sketching, reading, and instrument drawing; basic pictorial drawings; introduction of dimensions and notes; and reproduction process. Prerequisite: None.

**DFT-102 Drafting (2-4-4)**

Auxiliary views; sections and conventions; dimensioning and shop notes for detail drawings; introduction of working drawings; screw threads, fasteners, keys, and springs; and simple assembly drawings. Prerequisite: DFT 101.

**\*DFT-103 Drafting (2-4-4)**

The study of precision dimensioning; preparation of set of working drawings; assembly drawings, detail drawings, and part lists; surface quality (finish); and weldments and symbols. Prerequisite: DFT 102.

**DFT-104 Civil Drafting (2-4-4)**

Plats as required by law drawn in pencil and ink. Highway construction layouts and profiles, steel and wood structural drawings, topographical mapping and symbols. Prerequisite: DFT 101.



**DFT-106 Graphic Analysis (2-4-4)**

Methods of rectangular, semi-log and full-log charting, polar, trilinear and bar charts, flow and pictorial diagrams, nomography, strata and conversion charts, graphical calculus. Prerequisite: MAT 102. Corequisite: MAT 103.

**DFT-109 Electronic Drafting (2-4-4)**

Use of instruments; lettering; reading, sketching and drawing orthographic views; electrical and electronic symbols; block diagrams; schematic diagrams and wiring diagrams. Prerequisite: None.

**\*DFT-201 Design Drafting I (2-6-4)**

Structural steel layout and detailing; application of structural shapes; fluid distribution; selection of pipe, tubing and fittings, single line piping diagrams, and two line piping drawings; electronic and electrical symbols; and single line, schematic, and wiring diagrams. Emphasis will be placed on use of catalogs and manuals related to the above areas of study. Prerequisite: DFT 103.

**DFT-204 Descriptive Geometry (2-6-4)**

Points, edges, lines, planes, curved lines, curved surfaces, irregular surfaces, intersections, developments, auxiliary projections, revolutions, vectors, and practical design applications. Prerequisite: DFT 102.

**\*DFT-205 Design Drafting II (2-6-4)**

Charts and graphs, plats as required by law; topographical mapping and symbols; and design layouts and working drawings of gears, gear train drives, belt and pulley drives, and chain and sprocket drives. Prerequisite: DFT 103.

**\*DFT-206 Design Drafting III (2-6-4)**

Assignment of mechanical design projects requiring use of research; application of basic engineering principles; calculations; and use of various manuals, catalogs, and periodicals. Preliminary design sketches, layout drawings, detail drawings, subassembly drawings, assembly drawings, specifications, patent drawings and simplified drawing practices will be required. Prerequisites: DFT 205 and DFT 211.

**\*DFT-211 Mechanisms and Kinematics Design (2-6-4)**

Introduction and definitions of kinematic terms; vectors; motion concepts; kinematic drawing; kinematic displacement; centros, velocities and accelerations of mechanisms; motion curves; displacement diagrams and cam layout; and practical problems, gear trains, cams, belts and pulleys, and chains and sprockets. Prerequisites: DFT 204, DFT 205, and PHY 102.

**\*DFT-212 Jig and Fixture Design (2-6-4)**

Emphasis is placed on tool planning, design and drafting; commercial standards, principles and practices; selection of materials and standard parts; use of catalogs and manuals; and cost estimates. Projects are assigned requiring the design of jigs, fixtures, and gauges. Prerequisite: DFT 205.

**\*DFT-242 Architectural Drafting (2-6-4)**

Complete set of working drawings, plot plan, floor plan, elevations, wall sections, details, electrical plan, plumbing, foundation, dimensioning practice, symbols and materials schedule. Prerequisite: DFT 103.

**DFT-1126 Pattern Development and Layout (0-3-0-1)**

A study of methods used in layout of sheet steel. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: BPR 1104.

**\*DFT-1127 Construction Trades Drafting I (2-2-3)**

Use of instruments; lettering; preliminary sketches, foundation plan, floor plan, and exterior elevations for a residential or light commercial building; dimensioning practices; symbols; and conventions. Prerequisite: BPR 1109.

**\*DFT-1128 Construction Trades Drafting II (2-2-3)**

Structural plans and details including use of steel, concrete and timber; typical wall sections; and miscellaneous sections and details. Prerequisite: DFT 1127.

**DFT-1207 General Machine Drafting (2-4-0-4)**

Use of instruments; lettering; orthographic drawing, sections and primary auxiliary views; dimensioning; displacement, timing and motion diagrams; and cam layout. Prerequisite: BPR 1106.

**\*DFT-1209 Tool Design and Planning (2-3-0-3)**

This course will enable the student to plan the process of production and isolate the areas that must be tooled for production. Cost of tools, jig and fixtures, and gaging will be considered. Students will review available items from vendors and utilize standard bushing charts and other references. Typical tool design procedures will be employed and prints must reflect standard procedures. Prerequisite: DFT 1207.

**DHY-101 Dental Anatomy (2-4-4)**

A study of the morphology, structure and function of the deciduous and permanent teeth and their surrounding tissues, with laboratory procedures including the identification of natural teeth and the reproduction of tooth forms by drawing and carving representative teeth. Prerequisite: None.

**DHY-102 Head and Neck Anatomy (3-0-3)**

This course contains a detailed study of the musculature, blood supply and nerve supply of the head and neck. A comprehensive study of the bones, landmarks, sinuses and foramina of the skull is also included. Attention is directed to the relationship of these landmarks to dental hygiene practice. Prerequisite: DHY 101.

**DHY-103 Dental Radiology (2-3-3)**

This course is designed to teach the fundamental principles of Dental Radiology. Lecture will include a brief history, principles of radiation, radiation safety, processing techniques, anatomical landmarks, patient management, and radiographic interpretations. In the laboratory, the student will expose, develop, mount and evaluate periapical, bite wing, occlusal and panoramic radiographs. Special emphasis will be placed on patient and operator protection from radiation. Prerequisites: None.

**DHY-110 Preclinical Dental Hygiene (3-2-4)**

This course is designed to introduce the student to the scope, role, and responsibilities of dental hygiene with emphasis on the philosophy of preventive dentistry and participation of the dental hygienist as a member of the total dental health team. This course is also designed to introduce the student to the necessary topics to prepare for the clinical experiences in Dental Hygiene I, II, III, IV, V and VI.

Lectures will include emphasis on sterilization, disinfection and other preventive procedures associated with preparatory procedures for the oral prophylaxis, and development of related dental hygiene procedures. Medical and dental history taking, locating various oral landmarks and performing an effective oral inspection will also be discussed in lecture, as well as a comprehensive study of soft deposits, stains and dental calculus. Prerequisite: None.

**DHY-111 Dental Hygiene I (3-6-5)**

This course will emphasize a continuing internalization of the theories and procedures studied in DHY 110. The student will be introduced to the principles and techniques of the oral prophylaxis. Laboratory sessions will be utilized to introduce the student to correct instrumentation techniques, polishing techniques, operator maintenance and instrument sharpening, as well as allow for application of the plaque control theory by the completion of a plaque control patient.

Lectures will emphasize the theory of preventive dentistry, a study of the gingiva, plaque control devices, care of dental appliances, a review of patient education procedures, motivation, homecare planning, oral habits and dental anomalies. Prerequisite: DHY 110.

**DHY-112 Dental Hygiene II (2-9-5)**

This course will emphasize a continuing internalization and increase skill performance of procedures learned in DHY 110 and DHY 111 demonstrated through increased clinical experience. Lectures will include total dental hygiene patient care including the topics of fluoride and its application, desensitizing and topical anesthetic agents and their application, vital signs, office emergencies, treatment planning, post-operative procedures, evaluation and recall, and abrasives and polishing. Prerequisite: DHY 111.



**DHY-114 General and Oral Pathology (3-0-3)**

This course contains an introduction to general pathology and consideration of the more common diseases affecting the human body. Inflammation, necrosis, retrograde changes, and pathological processes in diseases caused by bacteria, viruses, and other organisms will be discussed. Emphasis will be placed on the diseases affecting the teeth and their supporting structures, including consideration of oral manifestations of selected systemic disturbances. Students will also be involved with the visual recognition between normal and abnormal conditions of the mouth and the supporting structures. Prerequisite: DHY 102.

**DHY-121 Embryology and Oral Histology (3-0-3)**

This course contains a study of the embryonic and histological development of the face, oral cavity and the teeth. Emphasis is placed on the structure and functions of the primary oral tissues, and of the structures and composition of the tissues of the teeth. Emphasis is given throughout the course to the clinical considerations as related to dental hygiene practice. Prerequisite: BIO 101 and DHY 102.

**DHY-201 Chairside Assisting (2-2-3)**

This course will provide basic skills in assisting the dentist with simple clinical procedures; identification of instruments; and the care and use of dental instruments and equipment. Prerequisite: None.

**DHY-203 Community Dental Health I (3-0-3)**

This course will include a study of the historical and philosophical background of public health with emphasis on the function of dental public health. Special attention will be devoted to the preparation, collection, and recording of data, and use of the dental indices for utilization in community projects. Prerequisite: None.

**DHY-205 Periodontology (2-0-2)**

This course will include a detailed study of the etiology and classification of periodontal disease. Emphasis will be placed on the principles of periodontology with special attention given to the recognition of early symptoms of periodontal disease by the dental hygienist. Prerequisite: DHY 121.

**DHY-206 Dental Materials (3-4-0-5)**

The study of the basic principles of dental materials used by the dentist and his auxiliaries in fabricating dental appliances and restoring teeth. Primary emphasis will be placed on properties and correct manipulation of materials including the following: Gypsum products, impression materials, dental cements, temporary restorative materials, composites and resins, periodontal dressings, amalgam, gold alloys, waxes, polishing and abrasive materials. Additional subjects to be covered include: porcelain products, casting procedures, cobalt-chromium alloys, and solders. Prerequisite: None.

**DHY-212 Dental Hygiene III (3-12-7)**

Continued practice in dental hygiene procedures with increasing development of skills in rendering oral prophylactic procedures. Lectures will include discussion of occlusion and the purposes and principles of dental and periodontal charting. Lectures will also be devoted to the various dental specialties with guest lecturers from the community. Prerequisite: DHY 112.

**DHY-213 Dental Hygiene IV (3-12-7)**

Continued clinical experience to develop skills in dental prophylaxis, plaque control and nutritional counseling. The student averages twelve clinic hours per week in the dental clinic and rotates in adjunct clinics including the Buncombe County Health Department and the Veterans Administration Hospital. Lectures include the advance skills of root planing, ultrasonic scaling and soft tissue curettage. Each student will participate in the preparation of a table clinic. Prerequisite: DHY 212.

**DHY-214 Dental Hygiene V (2-15-7)**

Clinical experience is a continuation of DHY 213. The development of self-direction on evaluating clinical performance and setting objectives for improvements is encouraged. Advanced roentgenology, oral pathology and nutrition are augmented by guest lectures. Prerequisite: DHY 213.

**DHY-215 Dental Hygiene VI (2-15-7)**

Clinical continuation of DHY 214 with emphasis on total patient management in the private practice. Discussion by the students, instructors, registered dental hygienists and dentists related to employment opportunities; continued education will be encouraged. Prerequisite: DHY 214.

**DHY-221 Pharmacology (3-0-3)**

This course is designed to accomplish a basic study of the physical and chemical properties, the dosages, and the therapeutic effects of the drugs used in dentistry and of the other drugs which are clinically significant in the management of the dental patient. Prerequisite: None.

**DHY-222 Community Dental Health II (1-3-2)**

This course will prepare the dental hygiene student to accept her responsibility as a member of the dental profession to the community. In laboratory sessions, the student will plan and implement a program to achieve a change of behavior, attitude, and knowledge of oral health for a selected population group. The intent is to involve the student in the dental health needs of the community. Prerequisite: DHY 203.

**DHY-226 Office Management (2-0-2)**

This course is designed to give the dental hygiene student an insight into the day to day activities of a well organized dental practice, so that she will be able to assume some of the business administrative responsibilities for short periods of time if necessary. Prerequisite: None.

**DHY-227 Ethics and Jurisprudence (2-0-2)**

This course is designed to give the dental hygiene student a thorough understanding of her profession and its relationship with the practice of dentistry. Lectures will also deal with the laws and regulations relating to dentistry and dental hygiene. Prerequisite: None.

**ECO-102 Economics I (3-0-3)**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

**ECO-104 Economics II (3-0-3)**

Greater depth in principles of economics including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.

**ECO-105 Introduction to Economics (5-0-5)**

The fundamental principles of economics including the institution and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, consumption, composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: None.

**ECO-107 Consumer Economics (3-0-3)**

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.

**ECO-108 Consumer Economics (5-0-5)**

An in-depth study of consumer economics integrating the basics of consumer economics with the functional application of economic principles. Prerequisite: None.

**ECO-1107 Consumer Economics (3-0-0-3)**

The goal of this course is to meet the consumer needs of Vocational Education students by preparing them, according to their abilities and interests, to manage limited resources under changing economic conditions. Budgeting and the use of credit constitute major areas of concern. Prerequisite: None.



**EDP-104 Introduction to Business Data Processing (2-2-3)**

Fundamental concepts and operational principles of business data processing systems, along with an introduction to computer programming, are presented. The emphasis is on concepts and terminology used in business type applications. Prerequisite: None.

**EDP-105 Introduction to Scientific Data Processing (2-2-3)**

This course is designed to meet the basic data processing needs for students within the Division of Engineering Technology. The emphasis is on data representation, numbering systems, and solving scientific and engineering type problems in either Fortran or Basic. Prerequisite: None.

**EDP-106 Applied Business Data Processing (1-4-3)**

This course offers the business major an opportunity to gain a working knowledge of procedures used in mechanized business applications. The procedures cover data entry and editing, master file maintenance, and generation of distribution reports, adjusting entries, and financial statements. Prerequisite: EDP 104.

**EDP-107 Third Generation Operating Systems (3-2-4)**

This course introduces operating system and multi-programming concepts. Memory configuration, modes of representing data, addressing of basic instruction formats on IBM S/360-370 and the Univac 90/25 are included. Prerequisite: EDP 104.

**EDP-108 Business Programming (ASSEMBLER) (3-2-4)**

The Assembler Language programming course includes details for writing programs to function under the Disk Operating System (DOS) of the IBM System/360-370 and the OS/3 of the Univac 90/25. Specific information pertaining to the OS/3 is presented. Co-requisite: EDP 107.

**EDP-109 Systems and Procedures (ASSEMBLER) (2-3-3)**

Programming projects are assigned to students to be written and run on the Univac 90/25 in Assembler Language. The projects include typical procedures and applications found in business and industry. Prerequisite: EDP 108.

**EDP-118 Data Base Management Concepts (3-2-4)**

This course introduces data base concepts and compares this type of file organization with the more conventional types. The students will develop a data base using one of the up-to-date base systems. Prerequisite: EDP 109.

**EDP-160 EDP Operations (2-3-3)**

This course will introduce a production type environment for computer operations. The student will also receive practical experience in the use of Utility programs, JCL, and spooling concepts. Prerequisite: EDP 104.

**EDP-163 Special Projects (2-3-3)**

This course is designed for the practical application of knowledge in Data Processing Operations and allied support functions. Prerequisite: EDP 160, EDP 172.

**EDP-168 Production Data Entry (1-4-3)**

This course will introduce the student to production environment data-entry applications. Prerequisite: EDP 160, EDP 172.

**EDP-171 Basic Key punching (2-3-3)**

This course introduces the student to program development for the key devices and the touch system for the keyboard. Prerequisite: EDP 104.

**EDP-172 Key punching Skill Development (2-3-3)**

This is an advanced course in key punching, designed primarily to develop a proficiency in data entry. Prerequisite: EDP 171.

**EDP-173 Cooperative Experience (0-20-2)**

In order to receive credit for EDP 173, the student must secure and successfully complete 220 hours of actual employment in a job approved by the department co-op instructor. This experience should allow the student to relate more meaningfully to the world of work and to a specific place in the world of work. Prerequisite: successful completion of all prior course work.

**EDP-174 Seminar on Cooperative Education (2-0-2)**

During the seminar sessions, the working student will discuss the problems encountered in the position and the means to overcome these problems.

**EDP-205 Scientific Programming (FORTRAN IV) (3-2-4)**

Formula Translation (FORTRAN) programming stresses the components of the language including fundamental concepts, subscribed variables, subprograms, logical operations, character manipulation, advanced format, and input-output features for disk and tape. Prerequisite: EDP 107. Corequisite: MAT 214.

**EDP-206 Systems and Procedures (FORTRAN IV) (2-3-3)**

Emphasis is on the solution of practical problems of a mathematical nature from business and industry. Corequisite: EDP 205.

**EDP-215 Business Programming (COBOL) (3-2-4)**

The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested. Prerequisite: EDP 107.

**EDP-216 Systems and Procedures (COBOL) (2-3-3)**

This course covers studies of typical COBOL systems and procedures now being used in commercial and industrial computer installations. The student studies the organization of data for computer application. Major applications are followed with projects performed by the student. Prerequisite: EDP 215.

**EDP-217 Business Programming (Advanced COBOL) (2-3-3)**

This course is an extension of basic COBOL. It allows time needed for understanding and writing more sophisticated programs under OS/3. Corequisite: EDP 216.

**EDP-218 Business Programming (RPG) (3-2-4)**

Report Program Generator (RPG) coding includes preparation of spacing chart, file description, file extension, input, calculation, and out-put specifications. Business application programs are written. Prerequisite: EDP 107.

**EDP-219 System and Procedures (RPG) (2-3-3)**

This course gives the student additional explanation on systems and procedures as they relate to the Report Program Generator coding system. Corequisite: EDP 218.

**EDP-220 Systems Analysis and Design (2-3-3)**

In addition to learning theoretical concepts, students study an existing data processing system and make recommendations for improvement, or design a new system. The work is in the nature of a programmer-analyst. The task involves the flow of work from its point of origin to completion by the computer program including all forms design, full documentation, and report. Prerequisite: EDP 107.

**\*EDP-221 Advanced Projects (COBOL) (2-3-3)**

This course is designed to provide the student with experience in applying the various computer languages and concepts in advanced problem solving, primarily COBOL. Included will be the use of disk, library programs, and job control language as needed for the projects. Prerequisites: EDP 206, EDP 217.

**ELC-201 Electrical Machinery (3-0-3)**

A course in basic understanding and application of electricity to modern industrial machinery. Included is a study of D.C. and A.C. motors, motor controls and protecting devices, transformers, and their industrial applications. Prerequisite: PHY 103.

**ELC-1117 Basic Electricity (3-2-0-4)**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.



**ELC-1118 Applied Electricity (3-2-0-4)**

Provides fundamental concepts in single and polyphase, alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type of control used in small appliances such as: thermostats, times, or sequencing switches. Applicable sections of the current National Electrical Code will also be presented. Prerequisite: ELC 1117.

**ELC-1119 Electricity for Welders (3-2-0-4)**

A study of the relationship between voltage, current, and resistance in series and parallel circuits. Analysis of A.C. and D.C. circuits by Ohms and Watts laws. A study of D.C. current motors and generators. A study of transformers, rheostats and controls, basic study of grounding, bonding and calculation of conductors.

**ELC-1201 Electricity—Industrial (2-3-0-3)**

A study of the relationship between voltage, current and resistance in series, parallel and combination circuits. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.

**ELN-101 Fundamentals of D-C (4-4-6)**

Principles of direct current electricity including: basic electron physics; electrical units of measure; Ohm's law, series, parallel, and series-parallel resistive networks; Kirchoff's laws; basic measuring instruments; electrostatics; capacitors; R-C time constraints; magnetics; inductance; L-R time constants. Laboratory experiments provide proof of the important concepts developed. Prerequisite: None.

**ELN-102 Fundamentals of A-C (4-4-6)**

Principles of alternating current electricity including: sine wave analysis; resistive, capacitive, and inductive networks; phasor relations in complex circuits; non-resonant and resonant series and parallel L-C-R circuits; inductive coupling; air and iron core transformer analysis. Important theoretical concepts are substantiated by laboratory experiments. Prerequisite: ELN 101.

**ELN-104 Vacuum Tube Network Analysis (4-4-6)**

An introductory study of vacuum tubes as an active circuit element with graphical and equivalent circuit analysis. Networks are analyzed with the use of Thevenin Theorem, Norton's Theorem, Kirchoff's Voltage and current laws and the Superposition Theorem. Both device and circuits are studied to develop the skills necessary to analyze circuit performance of complex networks using active devices.

**ELN-106 Introduction to Solid State Devices (4-4-6)**

A brief introduction to semiconductor theory, followed by a D-C analysis of the PN junction, semiconductor diodes (conventional and Zener) and bipolar transistors. Graphical analysis is employed for introductory purposes but course emphasis is directed toward circuit solution utilizing hybrid parameters. Transistor biasing is considered in conjunction with device limits and thermal effects. Prerequisite: ELN 104.

**ELN-207 Transistor Amplifier Analysis (4-4-6)**

Further development of the semiconductor studies of ELN 106. Alternating current circuit concepts are introduced. The transistor is studied as an amplifier in the common emitter, common collector and common base configurations. The push-pull amplifier is introduced. Field effect transistors are included as a separate study. Prerequisite: ELN 106.

**ELN-209 Circuit Analysis (4-4-6)**

A study of special purpose amplifiers and related components. Cascade amplifiers are studied from their non-ideal aspects. Operational amplifiers are studied as analog devices capable of performing mathematical operations. Input and output level and impedance matching of amplifiers is considered as well as additional related topics such as differential amplifiers and a further study of oscillators. Prerequisite: ELN 207.

**ELN-211 Logic Circuits (4-4-6)**

An introduction to solid state logic circuits. Topics of study are—OR gates, AND gates, inverters, inhibit operations. EXCLUSIVE OR gates, AND gates, NOR gates, binary addition and subtraction with logic circuit elements, registers, encoding, decoding, and finally combining the circuits studied “with an introduction to micro-processors”. Prerequisites: ELN 106, MAT 121.

**ELN-213 Waveshaping and Pulse Circuits (4-4-6)**

A course continuing studies initiated in ELN 211 and introducing additional topics. Logic circuits study is extended to include bistable multi-vibrator, monostable, multi-vibrator, astable multi-vibrator and Schmitt trigger. Differentiators, integrators, ramp generators and related topics are included as well as additional studies of device limitations as applied to switching circuits. Prerequisite: ELN 209.

**ELN-214 Microprocessors (4-4-6)**

A study of the computer on a chip. This study includes combinational logic circuits, numbering systems, memory—RAM/ROM, Tri-state control, busing, Peripheral interface adapter. The units are studied from both a hardware and programming technique and are combined into a micro-computer system for analysis. Prerequisite: ELN 211.

**ELN-217 Introduction to Special Devices (4-4-6)**

A study encompassing semiconductor devices with negative resistance characteristics or other special properties. Devices studied include unijunction transistors, four layer diodes (SCR, SCS, TRIAC, etc.), tunnel diodes. Shockley diodes and others. Prerequisite: ELN 209.

**ELN-219 Industrial Instrumentation (4-4-6)**

An investigation into sensing devices, information processing and discrimination, recorders, and output devices. These elements are considered in analog and digital applications to industrial control and automation systems. Prerequisites: ELN 209, ELN 211.

**ELN-221 Electronic Circuit Design (4-4-6)**

A research project for the advanced student to provide a realistic and creative application of his fundamental electronic knowledge to a demonstratable system of his own design. A further objective in cooperation with the English department is to provide further experience in preparing meaningful technical reports. Prerequisites: ELN 209, ELN 211.

**EMS-100 Introduction to Emergency Medical Services (2-2-3)**

An introduction to the pre-hospital care of victims of medical emergencies. Students will complete certification requirements for American Red Cross Advanced First Aid and Cardiopulmonary Resuscitation. Prerequisite: permission of EMS Department Chairman.

**EMS—101 Emergency Medical Services (2-2-3)**

This course is designed to prepare the student to deal with emergency medical problems. The curriculum is based on materials from the U.S. Department of Transportation, State Health Department, Public Health, American Medical Association, Ambulance Services of the U.S., and American Red Cross. Prerequisite: Permission of Department Chairperson.

**ENG-090 English as a Second Language (3-0-3)**

Spoken and written English skills for the non-native speaker of English. After being tested for his level of English proficiency, the student is given oral drills and written exercises geared to his individual needs. Special attention is devoted to the more difficult linguistic patterns of the English language. Prerequisite: None.

**ENG-091 Guided Reading Skills (3-0-3)**

This pre-college course is designed to strengthen the student’s skills in reading comprehension and vocabulary. Diagnostic testing is given to determine a student’s specific weaknesses; then individualized instruction is given, utilizing audio-visual materials whenever appropriate. Reading skills include getting the main idea, drawing conclusions, making inferences, and understanding words in context. Prerequisite: None.



**ENG-092 Mechanics of English Grammar (3-0-3)**

A pre-college course designed to give the student a thorough knowledge of basic English grammar and usage. Special emphasis is given to sentence structure, parts of speech, and punctuation. The instruction is individualized so that the student can proceed at his own pace and get special help in problem areas. Prerequisite: None.

**ENG-096 Study Skills (3-0-3)**

This pre-college, individualized course gives practical experience in developing and utilizing study skills, including how to use the dictionary and other reference aids; how to get maximum information from textbooks; how to take lecture notes, and how to effectively memorize material. Guidance is also provided in developing sound study habits. Prerequisite: None.

**ENG-100 Reading Comprehension (1-2-2)**

A reading program designed to assist students in improving their reading skills at whatever level necessary. Students are assigned to level 100.1, 100.2, or 100.3 based on their entrance reading scores. In level .1 and .2 emphasis is on reading for comprehension, vocabulary improvement, and increasing speed. Level .3 is designed for students who wish to read independently in a field of their choice. Students are responsible for finding an instructor to work with them individually, selecting a reading list, and discussing the chosen material. Brief written reviews will supplement oral discussions. Students will be expected to read at least five major works.

**ENG-101 Fundamentals of English (3-0-3)**

Designed to aid the student in achieving correct and effective self-expression. The emphasis is on improvement of written expression through the use of the functional approach. The course is intended to prepare the student for appropriate written and spoken communication in day-to-day situations in his work and in his social life. Prerequisite: None.

**ENG-102 Composition (3-0-3)**

Designed to aid the student in further improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: ENG 101 or ENG 111.

**\*ENG-103 Report Writing (3-0-3)**

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length report is required of each student. This report is based on material in his chosen curriculum. Prerequisite: ENG 102.

**ENG-111 Grammar (5-0-5)**

A basic course covering the fundamentals of English grammar. Emphasis is on grammar and sentence structure. Intended to provide the students with the basic tools for their roles in business. This course is primarily designed for students in the Office Technology option. Prerequisite: None.

**\*ENG-204 Oral Communication (3-0-3)**

A study of basic concepts and principles of oral communications. Emphasis is placed on the speaker's attitude, diction, voice, and the application of particular techniques to correct speaking habits and to produce effective oral presentation. Prerequisite: None.

**\*ENG-205 Written Communications (5-0-5)**

A communications course designed for secretarial students who must learn to initiate written documents for the employer. Primary emphasis is placed upon the development of skills in the techniques of writing business letters, such as credit and collections, complaints, orders, acknowledgements, remittances, inquiries, and answers to inquiries. The student will also learn to write business reports based upon the accumulation of primary data and to summarize business conferences. Prerequisite: ENG 102.

**ENG-206 Business Communication (3-0-3)**

Develops skill in techniques in writing business communications. Emphasis is placed on writing action—sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, order acknowledgements, remittances, and inquiries. Prerequisite: ENG 102.

**ENG-210 Independent Readings (0-3-1)**

This course is designed to promote an interest in reading, especially reading outside the student’s major area, to give the students an opportunity for discussion of current and classic works in the following 3 areas: North Carolina Fiction (since 1850), Southern Literature (modern) and Appalachian Literature. Prerequisite: None.

**ENG-1102 Communication Skills (3-0-0-3)**

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 100.

**ENV-100 Man and His Environment (3-0-3)**

A study of the “environmental crisis” including topics such as depletion of our nation’s energy reserves; efforts to control pollution, and methods of population control. Solid waste disposal and recycling, sewage treatment, and industrial roles in the causes and controls of air, water, and thermal pollution are covered to the extent that the student will have a working knowledge of factors essential to man’s environment. Prerequisite: None.

**ENV-110 Man and Ecology (3-3-4)**

A study of how man has influenced ecology and what he must do in order to insure his survival. Depletion of natural resources, rampant pollution, uncontrolled population are main topics. The student is involved in local ecological issues, in visits to local industry, and in making an “environmental scrapbook” to be able to understand how we are part of the problem and solution. Prerequisite: None.

**HED-100 Health Education I (1-0-1)**

A study of fundamental principles of health including personal hygiene, presentations on physical fitness, alcohol, drugs, tobacco, health safeguards, etc.

**HED-101 Health Education II (1-0-1)**

A continuation of HED 100.

**HED-102 Health Education III (1-0-1)**

A continuation of HED 101.

**HED-103 First Aid I (2-0-2)**

Instruction in the handling and necessary knowledge for emergency care of sick or injured persons until a doctor arrives. An aim of the course will be to create interest in the prevention of accidents through the elimination of causes.

**HED-104 First Aid II (2-0-2)**

Advanced study beyond HED 103.

**HED-105 Public Health and Sanitation (2-0-2)**

Basic information about public health and sanitation. Principles and practices as they relate to public health. Information concerning signs and symptoms of communicable diseases, personal cleanliness, sanitation of food, water, etc.

**HEV-1101 Diesel Engine Theory and Practice (3-0-12-7)**

This course is designed as an introduction to the most common types of diesel engines. Each student will be subjected to the principles and theory of the diesel engine and required to work with several different types of engines. As the engines are rebuilt the proper use of hand tools and instruments will be taught. Standard procedures will be used in all engine work. Methods of checking the various parts of the engines will be employed.



**HEV-1102 Diesel—Electrical, Fuel, Lubricating and Cooling Systems (2-0-15-7)**

This course continues from the engine course and will subject the student to the electrical system, fuel system, and lubricating systems. Each area will be treated as an individual unit. Each student will compare the various systems of heavy equipment. Preventive maintenance will be stressed in all areas. Types of fuel and the importance of pure and clean fuel will be taught. Tools, instruments, and machines related to these units will be presented. Prerequisite: HEV 1101.

**HEV-1103 Diesel—Hydraulic Systems, Steering, Suspension Braking, Power Train, Injector Testing and Servicing (3-0-15-8)**

This course continues from the engine course and will advance the student into the actual hydraulic systems, steering, suspension, braking, cooling systems, and injector servicing and testing. Each subject area will be treated as an individual unit taught separately. Each student will be required to study the difference in systems on various pieces of equipment. Tools, machines, and instruments used in the various aspects of this work will be presented. Prerequisite: HEV 1102.

**HEV-1105 Diesel—Service and Repairs (3-0-9-6)**

This course is constructed to require students to utilize all tools, instruments, and machines for analysis of all aspects of service and repair. The procedures employed in service and repair will be the same as expected in the industry. Each student will be expected to show individual ability and initiative in determining the troubled area of heavy equipment. Prerequisite: HEV 1103.

**HEV-1107 Power Train Systems (2-0-6-4)**

This course is designed to go into all types of power trains in heavy equipment. A study of the theory of power trains will be presented and applications of maintenance and repair will give each student an opportunity to review various types of power trains. Actual experience in the operation of power trains will be required to give each student an overview of a variety of experiences. Special tools and instruments used in maintenance and repair of power trains will be presented.

**HRM-101 Hospitality Orientation (3-0-0-3)**

Traces the growth and development of the hospitality industry from early inns to modern day food and lodging complexes that have become an integral part of our society. This course offers the student an overview of the hospitality industry; its size and scope; nature and scope of the market it serves; types of establishments it includes; how hotels, motels and restaurants are organized; purposes and functions of each department within the hospitality operation. Emphasis will be placed on giving the student an insight into the problems in the hospitality industry and the importance of sound relationship with both the public and other operations within the industry. Prerequisite: None.

**HRM-104 Food Purchasing I (3-0-0-3)**

The student studies the functions and administrative operation of the food buyer's department in hotels and restaurants. Various methods for purchasing including market studies, comparative price buying, yields, and quality control will be discussed. A study of the following food items will be made and specifications will be developed: fresh fruits and vegetables, processed fruits and vegetables, cereal products, beverages, and miscellaneous groceries.

**\*HRM-106 Front Office Procedures/Hotel Accounting (5-2-6)**

This course will present a study of the various aspects of the front office of the hotel and motor lodge. This will include the procedures in registration, night auditing transcript preparation, daily reports, and accounting for all guests on the premises. A study of all office machines used in the field will be presented as well as standard check-in and check-out procedures and telephone requirements, reservations, and room service will be presented. A great deal of emphasis will be placed upon the crucial human and public relations responsibilities of the front office staff.

This course will also present a study of all forms, practices, and procedures required in accounting systems in hotels. Prerequisite: BUS 120.

**HRM-108 Food Cost Control****(3-0-0-3)**

The student will be instructed in food cost accounting techniques as they relate to purchasing, receiving, storing, issuing, production, revenue, and inventory controls. Through use of case studies which will include menu and portion costing, food cost percentages, cost control records forecasts, and sales histories; the student will utilize these techniques in the actual operational sense. The student will be given an understanding of the importance of food cost control and the various technique which relate to it as management tools. Prerequisite: MAT 109.

**HRM-109 Food Purchasing II****(3-0-0-3)**

The student studies receiving and issuing techniques, storeroom operation, requisitioning, and record keeping as it relates to a foodservice operation. Government grading of food items and price buying will be discussed. Importance of analysis of end use of a food product as it relates to the quality of the food purchased will be shown. A study of the following food items will be made and specifications will be developed: milk and dairy products, fats and oils, poultry, eggs, and meats (beef, pork, veal, and lamb).

**\*HRM-110 Supervised Work Experience****(2-40-6)**

This course is planned to give the student an opportunity to work in the industry and gain practical experience. Jobs will be within the local economy. *Students will return to campus for periodic seminars.* Prerequisite: Successful completion of major courses through 3rd quarter or the Department Chairperson's approval.

**HRM-206 Business Management in Hotels and Restaurants****(3-0-3)**

A brief trip into the various areas in which an executive functions in the Hospitality Industry. Approaching the responsibilities of management with maturity, developing the organization, exploring the planning process, formulating personnel policy, use of accounting for decision making, the marketing approach to business development, and the importance of systems and controls are covered. A research paper relating to one of the functional areas is required.

**HRM-207 Laws of Innkeeping****(5-0-5)**

Presents a highly technical subject in non-technical language. The course is designed to help the student understand the attitudes of the courts when an innkeeper is involved in litigation, and to create an awareness of the many responsibilities which the law imposes upon the innkeeper. The emphasis in this course is upon the reason for the rules of law and the values of interests involved. The object is to give the student an understanding and a sense of balance rather than a series of specialized rules to memorize. Prerequisite: BUS 115.

**\*HRM-208 Supervisory Housekeeping****(3-2-4)**

Provides the student with a basic foundation in the principles of hotel-motel housekeeping. The course will provide thorough training in planning and implementing objectives, staffing and scheduling, work methods and improvements, cleaning supplies, maintenance equipment and procedures, layout and safety. Practical application of all principles will be provided for in the Institute's own luxury motel complex. Prerequisite: None.

**HRM-209 Personnel Management in the Hospitality Industry****(3-0-0-3)**

Gives to the student an acute awareness of the problems in an industry which offers service to the public performed by many employees; the problems of labor supply, selection, training, promotion, and morale. This course is really a compilation of the principles and practices already found to be of great value in hotels, motels and restaurants in the management of employees. Emphasis is placed upon the general principles which may be applied in any size operation, from department heads to general manager of a large hotel. The needs and purposes of the employer, the welfare and desires of the employees and the interest and demands of the community will be taken into account as the influence employer-employee relations. Prerequisites: First Year Curriculum.



**HRM-211 The Financial Ingredient in Foodservice Management (3-2-4)**

Financial controls based on good accounting data are indispensable to the success of any business enterprise. This course reviews the history of the industry and finance, background of double entry bookkeeping, and how it is applied in actual practice. Demonstrates the use of accounting techniques in analyzing business performance, budgeting, cost control, and profit planning. Prerequisite: Completion of first year curriculum or approval of Dept. chairperson.

**HRM-212 Sales Promotion and Advertising in Hotels, Motels and Restaurants (2-2-3)**

This course is designed to present a study of the advertising media used by hotels, motels and restaurants. Methods and practices used to establish a favorable image and gaining public recognition will be presented. The civic responsibilities of the Hospitality Industry and social activities, such as conventions and special functions will be considered. Promotional projects used to advertise services will be carried out. Prerequisite: First Year Curriculum.

**HRM-213 Food Service Sanitation (3-0-3)**

Sanitation is a subject of significance for the food service industry. This course deals with the basic facts of sanitation and how to prevent food-borne illness through an understanding and implementation of the principles of food protection. The N.I.F.I. (National Institute for the Foodservice Industry) Certificate will be granted upon successful completion of this course.

**\*HRM-214 Layout and Design I (1-2-2)**

Students apply knowledge from previous courses and practical life experiences in this precursor for Engineering layout and Design II. Using given parameters in an "honors" environment, students develop a basic menu concept and pattern, recipe index, functionally based equipment analysis, and specifications manual. Prerequisite: First year curriculum or approval of Department Chairperson.

**\*HRM-215 Beverage Cost Control (3-0-3-4)**

Offers a systematic study of the principles of effective beverage cost controls. This covers the entire beverage operation from purchasing, receiving and storage, the preparation, service, and most important, sales and inventory accountability. Particular emphasis will be placed upon calculating beverage costs and establishing standards of preparation and service. The course will concisely sum up the knowledge and principles of beverage cost controls that have taken operators years to learn by practical experience. In order to demonstrate how the principles are applied in a practical situation, a complete beverage department and cost accounting system has been created. Prerequisite: First Year Curriculum.

**\*HRM-216 Layout and Design II (2-4-4)**

In this continuation of HRM 214, students use established procedures to design and layout the kitchen, dining room, function room, lobby area, and representative sleeping rooms of a typical motor hotel operation using  $\frac{1}{4}$ " scale drawings. The student prepares a comprehensive oral defense of the projects of both courses. Prerequisite: HRM 214.

**ISC-102 Industrial Safety (3-0-3)**

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau, Occupational Safety & Health Act (OSHA); and advertising and promoting a good safety and fire prevention program. Prerequisite: None.

**ISC-202 Quality Control (3-2-4)**

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance. Prerequisite: None.

- \*ISC-203 Time and Motion Study** (3-2-4)  
Principles of motion economy, tools for motion study, time study methods and practice; standard data and formula construction; use of methods-time measurements as a substitute for time studies. Prerequisite: None.
- ISC-209 Plant Layout** (3-2-4)  
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and material in a manufacturing operation. Prerequisite: Consent of Faculty Advisor.
- ISC-211 Work Measurement** (3-2-4)  
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation. Prerequisite: ISC 203.
- MAT-090 Guided Mathematics I** (5-0-5)  
The meaning of numbers and numerals; reading numerals. Operations involving whole numbers: addition, subtraction, multiplication, division; prime and composite numbers; factors and multiples of numbers; common fractions; decimal fractions. Practical problems illustrating each operation. The meaning of percent. Relationships between percent, fractions, and decimals. Computing percentages, principal amounts and rates; squares and square roots. Prerequisite: None.
- MAT-091 Guided Mathematics II** (5-0-5)  
Basic geometry of line; measurements and scales; planes and space; right triangles; indirect measurement. Numerical trigonometry of right triangles. The meaning and measurement of angles. Reading and drawing angles. Application of angles to navigation. Measurement of areas, volumes, weight, time, and speed. Metric system. Introduction to basic algebra. Prerequisite: MAT 090 or equivalent.
- MAT-092 Guided Mathematics III** (5-0-5)  
A review of arithmetic; the number system; numbers in various bases, operations with integers; addition; subtraction; multiplication; division, common fractions; decimal fractions; percentage; powers and roots; metric system, geometry of plan figures; perimeters and areas; the right triangle; other triangles; the circle; rectangular solids; cylinders; pyramids; cones; spheres. Prerequisite: None.
- MAT-093 Guided Algebra I** (3-0-3)  
Basic concepts and operations of algebra; algebraic symbols; signed numbers; equations of the first degree; special products and factoring; operations with fractions; fractional and lateral equations; problem solving. Prerequisite: MAT 091 or equivalent.
- MAT-094 Guided Algebra II** (3-0-3)  
Systems of first-degree equations in two and three variables; graphing equations in the rectangular coordinate system; exponents and radicals; quadratic equations; complex numbers; elementary theory of equations. Prerequisite: MAT 093 or equivalent.
- MAT-100 Basic Mathematics** (5-0-5)  
Introduction to mathematics including operations with numbers, fractions, per cent, dimensional analysis, signed numbers, elementary algebra, linear equations, basic plane and solid geometry with emphasis on applications. Prerequisite: entrance requirements.
- MAT-101 Algebra and Trigonometry I** (5-0-5)  
Number systems of various bases are introduced. Fundamental algebra operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: MAT 100.



**MAT-102 Algebra and Trigonometry II** (5-0-5)

A continuation of MAT 101. Advanced algebraic and trigonometric topics include quadratics, logarithms, determinants, matrices, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions. Prerequisite: MAT 101.

**MAT-103 Analytical Geometry and Calculus I** (5-0-5)

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: MAT 102.

**MAT-105 Introduction to Algebra** (3-0-3)

A study of algebra stressing solutions of equations and practical applications. Prerequisite: None.

**MAT-106 Introduction to Mathematics** (3-0-3)

This course embodies an introduction to mathematics including operation with whole numbers, fractions, per cents, metric terminology, elementary algebra, and statistics with emphasis on practical application involved in the Allied Health field.

**MAT-108 Business Arithmetic** (5-0-5)

A review of the fundamental processes; addition, subtraction, multiplication and division of whole numbers, common fractions and decimal fractions; and percentages. Topics covered include interest and bank discounts, payroll records, taxes, retailing costs, markups and discounts.

**MAT-109 Business Math, Hospitality Indus.** (5-0-5)

This course focuses on the essentials of mathematics required in the food service/lodging industry. Topics covered include arithmetic operations with whole numbers; rational numbers, decimals, and percentages. Fundamental principles of business mathematics are used in practical problems of the food service/lodging industry.

**MAT-110 Business Mathematics** (5-0-5)

This course stresses the fundamental operations and their applications to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.

**MAT-112 Mathematics of Finance** (3-2-4)

This course consists of practical application of business financial transactions involving analysis of statements, interest, present value, yield, discount, compound interest, annuities, extinction of debt and depreciation. Use of modern calculating equipment will be employed. Prerequisites: MAT 110, or MAT 101.

**MAT-121 Numbering Systems and Boolean Algebra** (3-0-3)

It is a study of various numbering systems with emphasis on the binary, octal and hexadecimal as related to one another, the decimal system, and computers; conversions from one system to another; arithmetic operations in non-decimal systems; elementary logic; and boolean algebra. Prerequisite: None.

**MAT-201 Calculus II** (5-0-5)

A continuation of MAT 103. More advanced concepts of differentiation and integration are considered. Included are derivatives of the trigonometric function, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations. Prerequisite: MAT 103.

**MAT-204 Applied Mathematics** (5-0-5)

A study of geometric principles and trigonometry as related to engineering and related shop applications. Emphasis will be placed on practical application of geometric theorems, right triangle and oblique triangle trigonometry and dimensional analysis. Prerequisite: MAT 102.

- MAT-214 Statistics** (5-0-5)  
 This is an introduction to statistics with emphasis on data analysis including frequency distributions, measures of location and variation; and probability. Practical problems support the theory. Prerequisite: MAT 101 or MAT 105.
- MAT-1101 Fundamentals of Mathematics** (5-0-0-5)  
 Analysis of basic operations; addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ration and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.
- MAT-1103 Geometry** (3-0-0-3)  
 Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction, areas and volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1101.
- MAT-1104 Trigonometry** (3-0-0-3)  
 Trigonometric ratios; solving problems with right triangles, using tables, and interpolation. All topics are applied to practical problems. Prerequisite: MAT 1103.
- MAT-1123 Machinist Mathematics** (3-0-0-3)  
 Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1104.
- MAT-1203 Trigonometry** (5-0-0-5)  
 A basic review of mathematics will form a foundation for a study of trigonometry of right triangles, oblique triangles, and dimensional analysis. Applications to typical problems found in the tool and die shop will be presented and solutions will be found by using mathematics. Prerequisite: MAT 1123.
- MAT-1204 Compound Angles** (5-0-0-5)  
 The application of trigonometry and geometry are presented to solve compound angle problems. This course will use as many practical problems as possible to enable the student to work with typical problems. Prerequisite: MAT 1203.
- \*MEC-101 Machine Processes** (2-4-4)  
 A course to acquaint the student with basic machine tools of industry through lectures, demonstrations, and hands-on practice. It will include the study of safety practices; measuring instruments; characteristics of basic machine tools, materials, and cutting tools; and actual experience on lathe, drill press, milling machines, shaper, and grinder. Prerequisite: None.
- \*MEC-105 Statics** (5-0-5)  
 Concepts and basic principles of statics. Parallel concurrent, and non-current force systems in coplanar and noncoplanar situations. Concepts of friction. Prerequisites: MAT 102, PHY 102.
- \*MEC-111 Manufacturing Processes** (3-3-4)  
 An introduction to the field of manufacturing processes to include material properties, metal stamping and drawing, casting, forging, die casting, metal joining, heat treating, plastic processing, adhesives, metal finishing, and protective coatings. Prerequisite: None.
- \*MEC-205 Strength of Materials** (5-0-5)  
 Study of the basic principles by which stresses and strains are induced in beams, members and structures by imposed loads. Analysis of stresses are made as applied to beams, columns, thin-walled cylinders, spheres, riveted and welded joints, and machine components. Prerequisites: MEC 105, MAT 102.
- MEC-206 Dynamics** (3-0-3)  
 Study of change of position or motion as it affects machines and their mechanical components. The subjects of mathematical vectors and kinematics used for design of mechanisms and cams, etc., are introduced. Dynamics formulae are presented and explained. Work problems are provided. Prerequisites: MEC 105, MAT 103, and MEC 205.



**\*MEC-208 Machine Design I (4-0-4)**

A survey course with the selection of components in mechanical design, such as power trains, gearing, bearings, shafts, keys, springs, belts, couplings, clutches, brakes, etc., through the use of design information, standards, handbooks, etc. Prerequisite: MEC 205.

**\*MEC-209 Machine Design II (4-0-4)**

Study of factors affecting the design of machine elements. Empirical and theoretical equations, practical considerations, and procedures of designing are included. Students given practice in applying knowledge of strength and properties of materials, manufacturing processes, economics of production, safety, and elements of good design through problem assignments. Prerequisite: MEC 208.

**\*MEC-210 Physical Metallurgy (3-3-4)**

Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys. Atomic structure, and its effect on physical properties. Solid (crystalline) structures, methods of designating crystal planes, Liquid and vapor phases, phase diagrams, and alloy systems. Laboratory work to include useful field trips to local industries. Prerequisites: PHY 101, MAT 102.

**MEC-211 Basic Physical Metallurgy (3-3-4)**

An introductory course in the uses of metals and alloys, together with the basic necessary theory for proper metallic materials application. Basic metallurgical theory will be briefly presented. The available common steels and non-ferrous alloys will be discussed. Laboratory work will include physical testing of metal specimens, reading of test results, and field trips to related local industries. Prerequisite: PHY 101.

**MEC-212 Practical Automation (3-0-3)**

An introductory evaluation of automation as it is interpreted and practiced by American industry of today. The fundamentals of automation and its effects in industrial productivity, labor and demand, equipment and processes. Students will solve problems encountered installing an automated system. Laboratory work to include field trips to local industrials. Prerequisite: None.

**MEC-220 Power Systems (3-2-4)**

Survey of energy conversion systems such as the internal combustion engine, power plant, gas turbine, and refrigerator. Basic thermodynamic principles and laws introduced. Prerequisites: PHY 102, MAT 103.

**MEC-235 Hydraulics and Pneumatics (3-3-4)**

The basic theories of hydrostatic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs. Laboratory work to include field trips to local industries. Prerequisite: PHY 102.

**MEC-1101 Elementary Hydraulic Principles (2-3-0-3)**

Students will be introduced to the principles of hydraulic systems as they apply in the heavy equipment area. The theory of hydraulic systems must be understood thoroughly before the students can progress into actual work on hydraulic systems. Various aspects of heavy equipment will be used to demonstrate these principles and theories. Prerequisite: None.

**MEC-1115 Treatment of Ferrous & Non-Ferrous Metals (1-0-3-2)**

Investigate the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study. Prerequisite: None.

**MEC-1124 Metallurgy (3-0-0-3)**

An introduction course in metallurgy, a basic study of properties of metals and alloys and their purpose, standards and classification, heat treatment, and trouble shooting. A thorough knowledge of the effects of heating and cooling is very essential to the welding student. Prerequisite: None.

**MEC-1203 Metallurgy (3-0-0-3)**

This is a study of a special group of steels used by the tool and die industry. Students are concerned with the selection, machining, and heat treating of these steels. Troubleshooting to find the reason for possible failure of the steel and the remedy required will be an important part of this course. Prerequisite: None.

**MEC-1205 Strength of Materials (5-0-0-5)**

A study of stresses and shears that occur in materials when subjected to tensile, compressive, and/or shearing forces. Stresses in thin walled cylinders, riveted and welded joints, shear and bending moment diagrams, deflection, eccentrically applied loads, torsion, and factors of column design will be emphasized. Prerequisite: MAT 1203.

**MEC-1209 Hydraulics and Pneumatics (3-0-0-3)**

A basic study of the principles of power hydraulics. Component parts such as reservoirs, strainers, filters, piping and fittings, motors, pumps, and valves will be thoroughly studied. Practical circuits and systems will be covered especially as they are used in the tool and die industry. Prerequisite: None.

**\*MES-1101 Machine Shop I (3-0-12-7)**

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Prerequisite: None.

**\*MES-1102 Machine Shop II (3-0-12-7)**

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: MES 1101.

**\*MES-1103 Machine Shop III (3-0-12-7)**

Advanced work in the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. Prerequisite: MES 1102.

**\*MES-1104 Machine Shop IV (3-0-12-7)**

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Addition processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: MES 1103.

**\*MES-1105 Introduction to Numerical Machine Tools (2-2-0-3)**

This introduction to numerical control machine tools and the potential for those working in machine shops includes applications of numerical control, dimensioning system and axis designation, tape codes and formats, part programming fundamentals, and advance programming concepts. Prerequisite: MAT 1104 or proficiency in geometry and trigonometry.

**\*MES-1112 Machine Shop Processes (1-3-0-2)**

An introduction to machine shop dealing with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Prerequisite: None.



- MLA-100 Introduction to Medical Laboratory Technology** (3-0-0-3)  
A basic introduction to laboratory equipment and terminology is presented in this course to familiarize the student with the profession of Medical Laboratory Technology. Portions of high school chemistry which must be thoroughly understood are reviewed. Professional and medical ethics are emphasized. Prerequisite: None.
- \*MLA-101 Clinical Experience I** (0-0-21-7)  
This time is spent in the Clinical Laboratory at Memorial Mission Hospital. It is an "on the job" type training under the supervision of a Clinical Pathologist and Medical Technologists. The student will rotate through the following clinical areas: Hematology, Urinalysis, Chemistry I and II, Microbiology, Serology, Blood Bank and Blood Collection. Measurement of the student's performance will be made by the Department Chairman's and/or Medical Technologist's evaluation. Instruments for measurement will be: Workbook, written and oral examinations, and evaluation of general aptitude. Prerequisite: None.
- \*MLA-102 Hematology I** (1-2-0-2)  
An introduction to the formation and functions of blood cells. The study of the peripheral blood smear and laboratory practice. Prerequisite: None.
- MLA-105 Hematology II** (1-2-0-2)  
A study of the formation and function of hemoglobin and platelets. Determination of hematocrit, platelets, erythrocytes, sedimentation rate, red cell fragility, and the principles involved will be studied. Prerequisite: MLA 102.
- MLA-106 Urinalysis** (1-2-0-2)  
The study of the formation of urine and urinalysis. The importance of the role urinalysis plays in the diagnosis of disease is emphasized. Prerequisite: None.
- MLA-107 Clinical Chemistry I** (1-2-0-2)  
A study of the biochemical products involved in human metabolism particularly carbohydrates, protein and enzymes. The study also includes the theory and techniques used in the clinical chemistry laboratory. Prerequisite: None.
- \*MLA-108 Clinical Experience II** (0-0-21-7)  
A continuation of MLA-101. Clinical Experience I. Prerequisite: MLA 101.
- MLA-110 Hematology III** (1-2-0-2)  
A study and practice of the enumeration of the formed elements of blood. Also, a study of red cell indices. Prerequisite: MLA 105.
- MLA-112 Clinical Chemistry II** (1-2-0-2)  
A continuation of MLA 107, Clinical Chemistry I. Prerequisite: MLA 107.
- \*MLA-113 Clinical Experience III** (0-0-21-7)  
A continuation of MLA 108, Clinical Experience II. Prerequisite: MLA 108.
- MLA-114 Immunohematology I** (1-2-0-2)  
Study of techniques utilized in donor screening, phlebotomies, and the general principles of immunohematology. Prerequisite: MLA 105.
- MLA-115 Bacteriology I** (1-2-0-2)  
An introduction to the routine techniques of clinical bacteriology and the study of gram positive and gram negative cocci and their identification. Prerequisite: None.
- MLA-116 Bacteriology II** (1-2-0-2)  
A study of gram positive and gram negative bacilli and methods of identifying them. Prerequisite: MLA 115.
- MLA-118 Immunohematology II** (1-2-0-2)  
An introduction to immunohematology techniques and theory. Prerequisite: MLA 114.
- \*MLA-119 Clinical Experience IV** (0-0-21-7)  
A continuation of MLA 113, Clinical Experience III. Prerequisite: MLA 113.
- MLA-120 Parasitology** (1-2-0-2)  
Study of common parasites. Practice in techniques used in identifying parasites in body specimens. Prerequisite: None.

- MLA-121 Hematology IV** (1-2-0-2)  
 The source, method of examination, and normal values of the body fluids such as spinal fluid, synovial fluid, sputum and seminal fluid are studied. Laboratory sessions will include in depth practice with peripheral blood smear. Prerequisite: MLA 110.
- \*MLT-200 Immunohematology III** (1-2-0-2)  
 A study of special procedures in immunohematology: Antibody identification, elution, absorption, exchange transfusion, prevention of hemolytic disease of the newborn, and problem crossmatching. Prerequisite: MLA 118.
- MLT-201 Bacteriology III** (1-2-0-2)  
 A study of the practical application of the identification of microorganisms by routine cultures. Prerequisite: MLA 116.
- \*MLT-202 Clinical Experience V** (0-0-21-7)  
 A continuation of MLA 119, Clinical Experience IV, with practice in more specialized procedures. Prerequisite: MLA 119.
- MLT-205 Hematology V** (1-2-0-2)  
 A study of abnormal hematology: Anemias, leukemias, etc., with in depth study and practice of laboratory methods of diagnosis. Prerequisite: MLA 121.
- \*MLT-206 Clinical Experience VI** (0-0-21-7)  
 A continuation of MLT 202, Clinical Experience V. Prerequisite: MLT 202.
- MLT-208 Clinical Chemistry Values** (2-0-0-2)  
 A correlation of clinical chemistry results with the patient's status and other laboratory results. Prerequisite: MLA 112.
- \*MLT-209 Clinical Experience VII** (0-0-21-7)  
 A continuation of MLT 206, Clinical Experience VI. Prerequisite: MLT 206.
- \*MLT-211 Instrumentation** (0-2-0-1)  
 Review of the basic theory of electricity and properties of light are taught to prepare the student in medical technology for theory of electrical and colorimetric instruments. Operation of and preventive maintenance on laboratory equipment form the framework of this course. Prerequisite: MLT 208.
- \*MLT-212 Clinical Experience VIII** (0-0-21-7)  
 A continuation of MLT 209, Clinical Experience VII. Prerequisite: MLT 209.
- NUR-101 Fundamentals of Nursing I** (5-4-7)  
 This course provides an introduction to basic concepts of health and the role of the technical nurse as a member of the contemporary health team. Emphasis is place upon basic human needs, psychosocial reactions to illness, hazards of immobility, principles of asepsis and the nursing process as a means of planning and implementing care. Medical terminology is integrated throughout. Concurrent laboratory experience provides time for the acquisition of skill in the basic nursing procedures. Prerequisite: None.
- \*NUR-103 Fundamentals of Nursing II** (5-8-9)  
 This course incorporates two units. Normal nutrition encompasses study of the basic four food groups and body requirements of the basic nutrients in health. In basic pharmacology the student learns about broad groups of therapeutic agents, gains proficiency in utilizing the apothecary-metric system conversion in determining dosage and administers medications by the various routes to patients. Hospital experience provides the opportunity for the student to implement basic nursing care. Prerequisites: CHM 101, NUR 101.
- NUR-105 Fundamentals of Nursing III** (5-8-9)  
 Centering around the principle of homeostasis, this course includes the study of body defenses against morbidity and progresses to the fundamentals of neoplastic disorders and fluid-electrolyte imbalance. The student learns the basic techniques for intravenous and oxygen therapy and pre and post operative care. In the hospital setting, the student more skillfully adapts care to meet individual patient needs. Prerequisites: BIO 102, CHM 101, NUR 103.



**NUR-125 Nursing Procedures (2-0-2)**

This course acquaints the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations.

**\*NUR-206 Psychiatric Nursing (4-6-6)**

In this course, the fundamental dynamic concepts of the mind and mental health, the agencies of the mind, and personality adjustment mechanisms are reviewed as a background for the study of the mental disorders—neuroses, psychoses, and personality disorders. Emphasis is placed upon symptomatology and treatment and especially upon the related nursing care. Principles of a therapeutic nurse-patient relationship are learned, and an opportunity to apply them is provided in a local psychiatric hospital. Prerequisites: PSY 203, NUR 105.

**\*NUR-207 Maternity Nursing (4-6-6)**

Maternity Nursing centers on the needs of mothers and newborn infants during the reproductive experience. The student is assisted in viewing these individuals within the structure of the family and appreciating the meaning of reproduction to the family.

Subject material focuses on the normal aspects of the childbearing process with brief consideration given to the major complications of the maternity cycle and the common deviations of the newborn. Throughout the course of study the student is assisted in the acquisition of knowledge and nursing skills necessary for the promotion of comfort, health and safety of the mother and her infant. Prerequisites: BIO 103, NUR 105.

**\*NUR-208 Growth and Development (3-0-3)**

This course is designed to give the student an understanding of the growth and development of the child from infancy through adolescence. Emphasis is placed on the recognition of normal responses of the child in physical growth, motor and language developments, moral and social development, and play habits. Prerequisite: None.

**\*NUR-210 Nursing in Physical and Mental Illness I (8-16-14)**

This course is designed to guide the student in acquiring knowledge and skills in order to meet the physical, psychological and social needs of the adult and pediatric patient with respiratory, cardiac and integumentary problems. Nutrition, drug therapy and nursing of children are correlated with appropriate course content. The student initiates nursing care for the patient preoperatively, observes the nursing activities in the operating room, and continues this experience by giving direct care to the patient during his immediate recovery period. Prerequisites: NUR 206 and NUR 207.

**\*NUR-211 Nursing Trends and Professional Ethics (3-0-3)**

Attention is given to the history and organizational structure of nursing and to the development of the new graduate's responsibilities and opportunities in the area of employment, involvement in continuing education, and the relationship of the ADN graduate to the health team members. Prerequisite: None.

**\*NUR-212 Nursing in Physical and Mental Illness II (8-16-14)**

This course is designed to guide the student in acquiring knowledge and skills in order to meet the physical, psychological and social needs of the adult and pediatric patient with problems involving metabolic processes from the availability of nutrients to the excretion of waste materials. Nutrition, drug therapy and nursing of children are correlated with appropriate course content. Through selected adult and pediatric experiences, the student is given the opportunity to utilize the nursing process in implementing care. Prerequisites: NUR 208 and NUR 210.

**\*NUR-213 Comprehensive Nursing (2-0-2)**

The purpose of this course of study is to present the conceptual framework of team nursing and to incorporate its principles into a planned clinical experience for senior students. The student is given the opportunity to plan, direct, implement, and evaluate total patient care for individuals and groups. Prerequisite: NUR 212.

- \*NUR-214 Nursing in Physical and Mental Illness III** (7-18-16)  
 This course of study is concerned with the pathological alterations and nursing needs of adult and pediatric patients with problems affecting the ability to respond to stimuli and temporary or permanent loss of motion. Nutrition, drug therapy and nursing of children are correlated with course content. Nursing practice is goal directed to stimulate the student to think critically, to solve nursing problems, to make appropriate nursing judgements, and to objectively evaluate personal actions based upon physical, psychological and social factors. Prerequisite: NUR 212.
- NUT-202 Nutrition** (3-0-3)  
 A study of the basic principles of nutrition and its relationship to health and disease, including human nutrition, community nutrition, and diet therapy.
- OTC-100 Spelling and Punctuation Study** (3-0-3)  
 A course designed to help the student overcome spelling difficulties and build punctuation ability. Concentration will be placed on rules of spelling, use of the dictionary, and a punctuation review. Prerequisites: ENG 111 or 101.
- OTC-101 Basic Typewriting** (2-3-3)  
 A competency-based introduction to typewriting fundamentals, (keyboard control and techniques), correspondence, and centering applications.
- OTC-102 Fundamentals of Typewriting** (1-3-2)  
 An introduction to the typewriting skills necessary for technical or vocational use. Keyboard control and techniques are developed after an introduction to the principal parts of the typewriter and the keyboard.
- OTC-103 Advanced Typewriting** (2-3-3)  
 A concentrated effort to continue speed building while more strongly stressing accuracy and introducing correction skills. Production work continues on letters, manuscripts and reports, and form typing is introduced. Speed Requirement: 32 words per minute for five minutes. Prerequisite: OTC 101 or SSC 101.
- OTC-105 Expert Typewriting** (2-3-3)  
 An emphasized development of sustained production on various types of typewriting problems and perfected learning of the mechanism, operation, and care of the typewriter. The speed-building emphasis continues with increased attention to accuracy. Speed requirement: 49 words per minute for five minutes. Prerequisite: OTC 103 or SSC 103.
- OTC-110 Practical Office English** (3-0-3)  
 This course gives the prospective office technologist practice in the rudiments of fundamental English, including punctuation, capitalization, sentence structure, spelling, and syllabication of the typewritten work. It incorporates the use of office reference books in conjunction with the office-related practice materials. Prerequisites: ENG 111, OTC 100, 101.
- \*OTC-111 Information Processing Technologies** (2-2-3)  
 Designed to introduce the student to the operation of several basic office machines including bookkeeping-accounting machines, reproduction machines, dictation-transcribing equipment, and other office machine functions. Special emphasis is placed on the proper care of the equipment. Prerequisites: BUS 110 and OTC 103.
- OTC-113 Personal Development** (3-0-3)  
 Emphasis on grooming, health habits, nutrition, dress, and human relations, and the manner in which each applies to success on the job.
- OTC-116 Filing** (5-0-5)  
 Skill development in records control through instruction in filing principles and theories and actual practice through the use of miniature copies of filing materials. Prerequisite: None.



**OTC-205 Professional Typewriting (2-3-3)**

Job-performance competency is sought through attention to accuracy and correction techniques, and integration of prior speed building and previously learned English. It also includes composition skills related to production work from rough drafts and simulated dictation copy. Speed requirement: 60 words per minute for five minutes. Prerequisite: OTC 105 or SSC 105.

**\*OTC-211 Typing Office Practice (2-3-3)**

The student will be expected to complete more sophisticated typing routines with speed and accuracy. These routines include the typing of manuscripts, tables, statistics, business forms, duplication, executive and legal problems. Prerequisites: OTC 105, OTC 116.

**\*OTC-213 Office Procedures (3-2-4)**

This course is designed to give the student training in the various skills necessary in performing office routines. The student will work with one fictitious company, having four departments. The experience affords the student the opportunity to work for a large company while at the same time preparing him for the duties of the small office. Prerequisites: OTC 105, OTC 111 & OTC 116.

**OTC-214 Machine Transcription (2-3-3)**

The student will learn how to transcribe mailable letters and other office communications by transcription from machines. The student will be expected to produce from tapes and belts mailable letters which are free from errors of punctuation, spelling and form. Prerequisites: OTC 105, OTC 110, OTC 111.

**OTC-216 Payroll Procedures (5-0-5)**

The student will learn to keep the earning records for various salaried employees. The record keeping will include accounting for earnings, deductions for benefits, Social Security payments, Federal and State Income Tax reporting. The student will also learn to complete quarterly tax return statements. Prerequisite: BUS 117.

**\*OTC-218 Cooperative Education (0-20-2)**

In order to receive credit for OTC 218, the student must secure and successfully complete 220 hours of actual employment in a job approved by the department co-op instructor. This experience should allow the student to relate more meaningfully to the world of work and to a specific place in the world of work. Prerequisite: Successful completion of all course work.

**\*OTC-220 Seminar on Cooperative Education (2-0-2)**

During the seminar sessions, the working student will discuss the problems encountered in the position and the means to overcome these problems.

**OTC-272 Vocabulary Building (2-0-2)**

A course designed to help students become more aware of an increasing number of English words. By studying prefixes, suffixes, and root words, and by applying certain basic vocabulary building techniques, the student will increase in both active and passive vocabularies. Prerequisite: None.

**PED-100 Archery-Badminton (0-3-1)**

Approximately five weeks will be spent on each area. Fundamentals of the use of the bow and arrow and aiming methods used in archery. Fundamental skills of serving, forehand swing, and backhand plus familiarization with rules in badminton. Course includes the development of skills through individual instruction and participation.

**PED-101 Beginner Tennis (0-3-1)**

A course designed to give beginners a thorough knowledge of the history, rules and strategy as well as the fundamental skills of tennis.

**PED-102 Intermediate Tennis (0-3-1)**

This a follow up course to PED 101 with emphasis on game strategy and doubles play.

**PED-103 Advanced Tennis (0-3-1)**

This course is designed to provide students with an opportunity to place into practice the skills developed in PED 101 and PED 102. Emphasis is placed on actual playing time to sharpen previously learned skills & strategies against players of advanced abilities.

- PED-105 Beginner Bowling** (0-3-1)  
The fundamentals of ball selection, grips, stance and delivery are taught along with rules, history, scoring and the general theory of spare coverage.
- PED-106 Intermediate Bowling** (0-3-1)  
This course provides an opportunity to put into practice the knowledge and skills acquired in PED 105. Instruction is supplemented through films and participation at bowling lanes.
- PED-110 Snow Skiing** (0-3-1)  
The study of the fundamentals of skiing techniques. Emphasis will be on developing skills in christies, parallel skiing, and basic jumps.
- PED-115 Beginner Golf** (0-3-1)  
A course designed for teaching beginners the grip, stance, swing, and use of the various clubs, along with the history and etiquette of play.
- PED-116 Intermediate Golf** (0-3-1)  
Emphasis here is placed on rules and etiquette, procedures for playing and the swings involved. Includes playing time at local courses.
- PED-117 Advanced Golf** (0-3-1)  
This course is designed to provide students with the opportunity to place into practice the skills developed in PED 115 and PED 116. Emphasis is placed on actual playing time at various local golf courses.
- PED-120 Beginner Volleyball** (0-3-1)  
A course designed to include the fundamental skills, history, rules and strategy of the game.
- PED-121 Intermediate Volleyball** (0-3-1)  
The course involves the development of the necessary skills and strategies for playing volleyball. Emphasis is placed on proper techniques of play and development of basic skills used in playing.
- PED-122 Advanced Volleyball** (0-3-1)  
This course is designed to provide students with the opportunity to practice the skills and abilities developed in PED 120 and PED 121. Emphasis is placed on actual playing time to sharpen the previously learned skills and strategies.
- PED-125 Beginner Basketball** (0-3-1)  
A course designed to teach the history, rules and strategy as well as the fundamental skills of basketball.
- PED-126 Intermediate Basketball** (0-3-1)  
This course emphasizes physical conditioning and the necessary skills for participation in basketball games.
- PED-127 Advanced Basketball** (0-3-1)  
A course designed to provide students with an opportunity to place into practice the knowledge, skills, and abilities learned in PED 125 and PED 126. Emphasis is placed on actual playing time to sharpen previously learned skills and abilities.
- PED-130 Beginner Physical Fitness** (0-3-1)  
A course designed to develop the ability to demonstrate vigorous physical action. The course includes endurance, power, strength, and agility with the purpose of continuing these traits into smooth, effective action both at work and in play.
- PED-131 Intermediate Physical Fitness** (0-3-1)  
This course is a continuation of PED 130 and is designed to direct the student in a program of physical development and coordinated movement.
- PED-132 Advanced Physical Fitness** (0-3-1)  
This is a follow up course to PED 131 with greater emphasis on rhythmic activity and emphasis on a planned program for future fitness.
- PED-135 Nature Hiking** (0-3-1)  
Study includes instruction on how to equip and take care of oneself on the trail, including clothing, hygiene, and necessary equipment. Trail hikes will be taken to practice learned knowledge.



- PED-140 Beginner Softball** (0-3-1)  
A course designed to include the fundamental skills, history and rules of the game.
- PED-141 Intermediate Softball** (0-3-1)  
The course includes the development of necessary skills and knowledge for playing softball. Emphasis is placed on proper techniques and proper strategies for playing softball.
- PED-142 Advanced Softball** (0-3-1)  
The course is designed to provide students with the opportunity to practice the skills and abilities developed in PED 140 and PED 141. Emphasis is placed on actual playing time for practice of previously learned skills and strategies.
- PED-145 Fundamental Sports** (0-3-1)  
A course designed for students who desire participation in a variety of sports activities including basketball, volleyball, archery, badminton, tennis, softball, gymnastics, fitness, bowling, and golf. Emphasis is placed on acquainting the students with the rules and knowledge of each activity so that participation in sports will be stimulated.
- PED-150 Beginner Gymnastics** (0-3-1)  
A course designed for teaching the fundamentals of gymnastics on the parallel bars and mats.
- PED-151 Intermediate Gymnastics** (0-3-1)  
This course is a followup of PED 150 with emphasis on leadership training on gymnastics equipment.
- PED-155 Track & Field** (0-3-1)  
A course designed to develop knowledge, skill and interest in track and field events.
- PED-160 Beginner Weight Training** (0-3-1)  
A course designed for teaching the basic skills of body development through weight training.
- PED-161 Advanced Weight Training** (0-3-1)  
A continuation of the principles learned in PED 160. The student should gain knowledge of the principles of strength development and improve himself physically.
- PHO-201 Introduction to Photography** (1-2-2)  
Instruction includes the processing and printing of film; photographing scenes, legal aspects of crime photography, preparation of courtroom photo evidence, lighting at a crime scene, care of photographic equipment. Prerequisite: None.
- PHY-101 Properties of Matter** (3-2-4)  
A fundamental course covering basic principles of physics including solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are a part of the course. Prerequisite: MAT 100.
- PHY-102 Mechanics** (3-2-4)  
Major areas covered in this course are force, motion, work, energy and power. Instruction includes such topics as vectors and graphic solutions, basic machines, friction and torque. Prerequisites: PHY 101, MAT 101.
- PHY-103 Electricity** (3-2-4)  
Basic theories of A.C. and D.C. including the electron theory and production of electricity by chemical action, friction, magnetism and induction. Industrial application involving the use of voltage, amperage, resistance, horsepower and wattage are major parts of the course. Prerequisites: PHY 101, MAT 102.
- PHY-104 Light and Sound** (3-2-4)  
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serves as an introduction to a study of light, illumination and the principle involved in optical instruments. Application is stressed throughout. Prerequisites: MAT 101, PHY 102.

**PHY-105 Physics (4-0-4)**

This course provides a review of Applied Mathematics and teaches the fundamentals of Electrical and Radiation Physics. Prerequisite: None.

**PHY-1100 Industrial Science (3-2-0-4)**

An introduction to physical principles and their application in industry. Topics in this course include properties of matter, basic electrical principles, heat, principles of force, motion, work energy, and power. Prerequisite: MAT 1101.

**PHY-1101 Applied Science I (3-2-0-4)**

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: MAT 1101.

**PHY-1102 Applied Science II (3-2-0-4)**

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

**PNE-1111 Introduction to Nursing (2-0-0-2)**

This introductory area of the program is to acquaint the student with the role and function of a student practical nurse. An overview of the past in relationship to the present and future trends is included. The role of community resources in meeting health needs is explored and assistance is given in communication skills as they relate to nursing and interpersonal relations. Prerequisite: None.

**PNE-1112 Fundamentals of Nursing (8-2-2-10)**

This course provides an introduction to the care of patients through a study of the basic daily needs of all persons in sickness and health. Opportunities are provided for learning the principles of nursing. Basic skills for meeting patient needs are developed in laboratory practice. The student puts these skills into practice in the clinical area, under close instructor supervision. Prerequisite: None.

**PNE-1117 Nutrition (4-0-0-4)**

Normal nutrition is taught in this course, as a basis for understanding the dietary needs of patients. Diet requirements for various age groups and the special needs during pregnancy and lactation are studied. Diet therapy is introduced. Prerequisite: None.

**\*PNE-1120 Clinical I Medical-Surgical (0-0-15-5)**

This portion of the program consists of care of selected patients in the hospital. Careful supervision is given the student to insure maximum opportunity to develop nursing skills. Assignments are correlated to classroom instruction. Ward classes and patient care studies are utilized to implement hospital experiences. Prerequisite: PNE 1112 and BIO 111.

**\*PNE-1122 Medical-Surgical Nursing I (12-0-0-12)**

This course is a beginning study of common illness conditions. Emphasis is placed on application of nursing principles to meet the needs of adult patients with varying degrees of illness and from different socio-economic backgrounds. Stress is placed on nursing needs of patients with alternation of body functions resulting from disorders of body systems. Drug Therapy is included with disorders of each system. Prerequisites: PNE 1112 and BIO 111.

**\*PNE-1123 Maternal and Infant Care (4-0-0-4)**

This is a study of the physical and emotional changes as well as the components of good health care for the mother and infant from conception through the puerperium. Prerequisite: BIO 111.

**\*PNE-1124 Pediatric Nursing I (2-0-0-2)**

This course is a study of the normal child. Physical and psychological development in the various age groups is the chief content. Prerequisite: BIO 111.

**\*PNE-1130 Clinical II Obstetrics and Pediatrics (0-0-21-7)**

This course is planned to give the student opportunities to develop skills and apply the principles of nursing in the care of the maternity patient, the new born baby, and the sick child. Prerequisites: PNE 1120, 1123, and 1124.



**\*PNE-1132 Medical-Surgical Nursing II (10-0-0-10)**

A continuation of PNE 1122. The nurse's responsibilities in relation to drug therapy is discussed. Sessions are structured to provide the student with experience in computing drug dosages and administering medications. Prerequisite: PNE 1122.

**\*PNE-1134 Pediatric Nursing II (2-0-0-2)**

This course is a continuation of PNE 1124 and is correlated with care of the sick child in the hospital. The purpose is to aid the student to recognize and meet the nursing needs of the sick child. Prerequisite: PNE 1124.

**\*PNE-1140 Clinical III Medical-Surgical (0-0-21-7)**

This is a continuation of PNE 1020 and provides the student additional opportunity to improve upon her nursing skills. Instructors supervise students in administration of medications. Prerequisite: PNE 1130.

**\*PNE-1142 Medical-Surgical Nursing III (10-0-0-10)**

Emphasis is placed on total patient care in this continuation of PNE 1132. Prerequisite: PNE 1132.

**\*PNE-1144 Vocational Adjustment (2-0-0-2)**

This course is structured to assist the individual in making the transition from the role of student to that of a functional member of the health team. Legal and vocational responsibilities are stressed. Prerequisite: 4th quarter status.

**POL-103 State and Local Government (4-0-4)**

This course is a study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations are included. Special attention is given to North Carolina governments. Prerequisite: None.

**PSM-100 Postal Service History and Organization (3-0-3)**

A study of the modes of delivery of written communications and merchandise from earlier eras to the present. The present U.S. Postal Service organization will be studied in relationship to its own structure, functions, policies, procedures, and relationship to other governmental agencies. Prerequisite: None.

**PSM-105 Mail Processing I (2-4-4)**

Designed to provide the student with a knowledge of the interrelated factors involved in the collection of mail and its separation into categories. Scheduling and staffing techniques as well as the systems employed in destination separation and the control of quality of mail flow are studied. Also mail processing techniques devoted to the receipt processing and dispatch of second, third, and fourth class mail will be covered. The study will include definition of mail classification and rate determination, regulations regarding packaging size, shape, and sealing techniques and an analysis of the organization, functions, and layout of the Bulk Mailing System and a Bulk Mailing Center. Prerequisite: PSM 100.

**PSM-200 Postal Service Labor Management (3-0-3)**

An overview of Labor-Management relationships in the U.S. Postal Service. The study includes an analysis of laws and regulations pertaining to Labor-Management relationships, current industrial relations issues, description of the National and Local labor agreements, grievance and disciplinary policy and the function of the National Labor Relations Board. Prerequisites: BUS 233 and PSM 100.

**PSM-201 Postal Service Support (2-4-4)**

A study of the ancillary functions such as office, accounting, administrative, warehousing, and distribution services that support the principal functions of the Postal Service. The planning of revenues and facilities and the control of operations is emphasized. Prerequisite: PSM 200.

**PSM-202 Postal Employee Services (3-2-4)**

A detailed coverage of the operation and functions of the Postal Service Personnel office. A review of policies relative to selection, placement, training, and promotion of employees. Salary and wage schedules, insurance and retirement benefits, awards program, and safety and health policies and procedures are also studied. Prerequisite: PSM 201.

**PSM-203 Postal Customer Services (2-4-4)**

An overview of all services provided to postal customers. Includes all mailing services and non-postal services such as Passport Applications, Migratory Birds. Also provides training in customer relations and retail marketing techniques. Prerequisite: PSM 205.

**PSM-205 Postal Delivery and Collection (2-4-4)**

The problems in collecting mail from diverse points and delivering it to collection centers for processing and further delivery to multiple, diverse recipients are studied. The organizational structure and the physical facility of a metropolitan postal system are analyzed. Policies regarding all aspects of collection and distribution are reviewed. Prerequisite: PSM 105.

**PSM-206 Postal Problems Analysis (2-4-4)**

Situation analysis, problem analysis, decision analysis, consequence analysis, and solution analysis are applied to Postal Service problems. Problems related to personnel selection and evaluation, job classifications, communication, automation, and costs are explored. Prerequisite: PSM 202.

**PSY-097 Behavioral Development (3-0-3)**

This course is designed to provide students with the opportunity to become involved with relating to others and to become more aware of themselves. Activities will deal with vocational, educational, and personal concerns. Various exercises, simulations, and other activities (both group and individual) to carry out these objectives will be utilized. Prerequisite: None.

**PSY-101 Introduction to Psychology (3-0-3)**

This is an introductory survey of history and schools of thought in psychology, including topics such as intelligence, learning, motivation, and emotions. Prerequisite: None.

**PSY-151 Applied Psychology for Law Enforcement (3-0-3)**

This course draws heavily from the field of social psychology, and psychological concepts routinely applied in Criminal Justice. The primary subject areas discussed will be the psychology of conformity, communication, propaganda, persuasion, self-justification, aggression, prejudice, interview and confession, motivation, stress, neurosis, psychosis, personality disorders, sexual deviation, alcoholism and drug addiction. Prerequisite: PSY 101.

**PSY-203 Abnormal Psychology (3-0-3)**

This is a study of the major abnormal behavior patterns and way by which these aberrant patterns of thinking and acting are developed. Some attention is given to prevention of mental illness and the study of normal defense and escape mechanisms. Prerequisite: PSY 101.

**PSY-206 Applied Psychology (3-0-3)**

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

**PSY-1101 Human Relations (3-0-0-3)**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

**RAD-100 Introduction to Radiology (3-0-3)**

This course is designed to provide the student with a knowledge of basic positioning in conjunction with protection, radiologic terminology, history of the profession and ethics. Basic office procedures as they are directly related to the Radiology Department will also be included. Prerequisite: None.



**RAD-102 Radiographic Technique I (4-0-4)**

This course is designed to teach the beginning radiologic technology student the fundamentals of exposure and darkroom. Conditions necessary for x-ray production, fundamental factors in the production of a radiograph and qualities of a radiograph with emphasis being directed toward the controlling factors of the qualities will be covered. Darkroom principles will include darkroom construction, processing methods: manual and automatic, chemical properties of the developer and fixer, film construction, current media for holding x-ray film. Prerequisite: None.

**\*RAD-106 Clinical Technique (0-24-8)**

Students are exposed to the patient, the various machines and other radiographic accessories. The importance of shielding all patients is stressed. Students learn to do routine examinations limited to chest and extremity work. Prerequisite: None.

**RAD-111 Positioning I (2-0-2)**

In Positioning II, the Axial skeleton will be studied. Special emphasis will be given to the positioning of the skull. Prerequisite: RAD 101.

**RAD-112 Radiographic Technique II (2-0-2)**

This course is a continuation of RAD 102 and includes a general discussion of secondary radiation, its causes and methods of elimination. The Inverse Square Law will be discussed with the intent to have the students thoroughly understand this Law and the relationship it has on maintaining radiographic density. Prerequisite: RAD 102.

**\*RAD-114 Clinical Technique II (1-24-9)**

This is a continuation of RAD 106. As the students observe a greater variety of examinations, they are permitted to do these under the supervision of a staff technologist. Beginning with RAD 114, a weekly film critique class will be held. Film critique is a course designed to critically evaluate the examinations (gross anatomy, positioning, technique that the students have done by themselves during their clinical rotation). Film critique classes will be held each quarter in conjunction with Clinical Technique. Prerequisite: RAD 106.

**RAD-121 Positioning II (2-0-2)**

This will be a continuation of RAD 111. In addition to learning routine skull views, emphasis will be to teach the student to do views of the visceral cranium. Prerequisite: RAD 111.

**RAD-124 Clinical Technique III (1-24-9)**

As the students increase their knowledge of routine procedures, they will improve upon what they have learned and the variety of examinations that they are permitted to do alone will increase. A weekly film critique class will be held in conjunction with RAD 124. Prerequisite: RAD 114.

**RAD-131 Positioning III (2-0-2)**

All views of the visceral cranium not completed during RAD 121 will be finished at the beginning of this quarter. Emphasis will be to teach the student methods of doing special views of the skull. Prerequisite: RAD 121.

**\*RAD-134 Clinical Technique IV (1-30-11)**

Students are encouraged to conduct the more difficult examinations. Emphasis is placed on all types of skull examinations. A weekly film critique class will be held in conjunction with RAD 134. Prerequisite: RAD 124.

**RAD-135 Radiological Anatomy I (2-0-2)**

Radiological Anatomy is a course designed to acquaint the beginning student in Radiologic Technology with the entire skeletal system. This quarter will cover the Appendicular Skeleton.

**RAD-136 Radiological Anatomy II (3-0-3)**

This course is a continuation of RAD 135. The axial skeleton will be covered this quarter with emphasis on the skull and visceral cranium. Topographic anatomy, a study of body surface landmarks which aid in externally locating internal structures will also be included. Prerequisite: RAD 135.

**RAD-201 Positioning IV — Emergency Technique (2-0-2)**

Students during this quarter will learn the techniques involved in the handling and radiographing of the critically ill patient. Prerequisite: RAD 131.

**\*RAD-203 Clinical Technique V (1-27-10)**

Students are assigned to specialty areas: Therapy, Nuclear Medicine and Special Procedures where the students learn to operate injectors, rapid cassette changers, Cobalt Unit and Scanners, in addition to doing radiographic examinations applicable to a specific area. A weekly film critique class will be held in conjunction with RAD 203. Prerequisite: RAD 134.

**RAD-205 Medical Use of Radioisotopes (2-0-2)**

For the student to have a well rounded training in Radiologic Technology, some training in Nuclear Medicine becomes essential. Students taking this course review Radiation Physics and Radiation Safety. Prerequisite: None.

**RAD-210 Positioning V (2-0-2)**

In this course, students will be taught methods of handling infants and children. They will learn how to use the immobilization devices available and ways to improvise. Also included will be methods of compensating in technique. Prerequisite: RAD 201.

**\*RAD-212 Clinical Technique VI (1-30-11)**

Students are permitted to do examinations alone during this quarter. Staff technologists are required to observe. A weekly film critique class will be held in conjunction with RAD 212. Prerequisite: RAD 203.

**RAD-213 Advance Radiographic Technique I (3-0-3)**

This first half of this quarter will be devoted to a general review of radiographic exposure. This review will cover all of the courses of previous training. At the end of the quarter, the students will be given a comprehensive examination that will cover all phases of Radiologic Technology. Prerequisite: RAD 112.

**RAD-214 Equipment and Maintenance (2-0-2)**

This course familiarizes the student with the component circuits of an x-ray unit to permit detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or expensive breakdown. Prerequisite: PHY 105.

**RAD-215 A Survey of Medical and Surgical Diseases (2-0-2)**

This course acquaints the student with certain changes that occur in disease and injury and their application to Radiologic Technology. Prerequisite: None.

**RAD-221 Positioning VI — Opaque Media (2-0-2)**

This course will teach the students two aspects of positioning: special procedures and opaque/contrast materials indicated for the various examinations. Students will also learn the basic types of contrast materials and the composition of each. Prerequisite: RAD 210.

**\*RAD-223 Clinical Technique VII (1-30-11)**

Students are assigned increased responsibility in organizing the daily function of their assigned room, in addition to doing patient examinations. The weekly film critique class will be held to evaluate the dual responsibility of the student. Prerequisite: RAD 212.

**RAD-225 Principles of Radiation Protection and Radiobiology (2-0-2)**

This course is designed to teach the student the biological effects (somatic and genetic) that result from the interaction of ionizing radiation and matter. Also included in the course will be the National Council on Radiation Protection standards for the patient, the general public and radiological personnel. Prerequisite: None.

**RAD-231 Positioning VII — Comprehensive Review (2-0-2)**

This course will provide for the student a general review that will cover the preceeding seven (7) quarters of positioning. A comprehensive examination, covering the three (3) volumes of the positioning book will be given at the end of this quarter. Prerequisite: RAD 221.



**\*RAD-233 Clinical Technique VIII (1-30-11)**

Students are permitted to work in the area of Radiologic Technology that interests them the most. A weekly film critique class will be held in conjunction with RAD 233. Prerequisite: RAD 223.

**SOC-201 Sociology (3-0-3)**

A course designed to create a knowledge and awareness of the problems in society today and to fit the students for involvement in those problems that affect their personal lives. Emphasis is on the nature, definition, and analysis of major social problems. While the primary stress is on the sociological point of view, information from other fields in the social sciences is incorporated. Prerequisite: None.

**SOC-202 Contemporary Marriage and Family (3-0-3)**

This course is designed to acquaint the student with the problems facing today's young married people and to investigate ways of solving these problems. Emphasis is placed on examining male and female roles, awareness of each other's needs and desires, the importance of communicating and developing a healthy sexual relationship. Other areas such as buying a house, buying different kinds of insurance, shopping wisely, and securing loans will be discussed. Efforts will be made to involve community lending institutions, retail stores, social agencies, real estate and insurance firms by inviting representatives to speak to the class. Prerequisite: None.

**SSC-100 Shorthand Speed Building (1-2-2)**

A speed development and theory review course for learners who have already mastered Gregg or other shorthand theory but who need to maintain speeds at various speed building levels.

**SSC-101 Basic Typewriting (2-3-3)**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, and accuracy. Prerequisite: None.

**SSC-102 Shorthand (3-2-4)**

A beginning course in the theory and practice of reading and writing Gregg shorthand. Prerequisite: None.

**SSC-103 Advanced Typewriting (2-3-3)**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript typewriting, and correspondence. Prerequisite: SSC 101 or equivalent. Speed requirement: 40 words per minute for five minutes.

**SSC-104 Shorthand (3-2-4)**

Emphasis on dictation, speed building, and elementary transcription techniques. Prerequisite: SSC 102, or equivalent.

**SSC-105 Expert Typewriting (2-3-3)**

Emphasis on production typing problems. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: SSC 103 or the equivalent. Speed requirement: 50 words per minute for five minutes.

**SSC-106 Shorthand (3-2-4)**

Speed building and elementary transcription. Emphasis is on development of speed in dictation and accuracy in transcription. Prerequisite: SSC 104. Speed requirement: 80 words a minute for five minutes.

**SSC-108 Shorthand (3-2-4)**

Reinforcement of speed building powers in shorthand. Emphasis on theory review and transcription skill building. This course is designed only for those students who began their shorthand training in the fall quarter. Prerequisite: SSC 106.

**\*SSC-111 Information Processing Systems (2-2-3)**

Instruction in the operation of bookkeeping-accounting machines, duplicating machines and other secretarial machines. Special emphasis is placed on dictating equipment and the proper use of these machines. Prerequisite: BUS 110 and SSC 101.

- SSC-112 Filing** (3-0-3)  
 Fundamentals of indexing and filing, combining theory and practice by the use of filing kits and guides. Alphabetic, Numeric, Geographic, and Subject Filing are covered. Prerequisite: None.
- SSC-113 Personality Development for Secretaries** (3-0-3)  
 Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.
- \*SSC-127 Business English** (3-0-3)  
 A course designed specifically for secretarial students. Emphasis is placed upon punctuation skill building, spelling, and transcription of self-written shorthand notes at the typewriter. Prerequisites: ENG 101, SSC 101, SSC 102. (For secretarial students only).
- SSC-205 Professional Typewriting** (2-3-3)  
 Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation and the typing of reports, manuscripts and legal documents. Prerequisite: SSC 105. Speed requirement: 60 words per minute for five minutes.
- SSC-206 Dictation and Transcription I** (3-2-4)  
 Develops the skill of taking dictation and of transcribing at the typewriter. Minimum dictation speed requirement: 100 wpm for five minutes. Transcription rate: 15 wpm on material dictated at 80 wpm. Prerequisites: SSC 106 and/or SSC 108.
- \*SSC-207 Secretarial Procedures & Administration I** (3-2-4)  
 Designed to acquaint the student with the responsibilities encountered by a secretary during her work day. These include the following: receptionist's duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization and insurance claims. Prerequisites: SSC 111, SSC 112, SSC 205, and SSC 206.
- SSC-208 Dictation and Transcription II** (3-2-4)  
 Covering materials appropriate to the course of study, the student develops accuracy, speed and a vocabulary that will enable her to meet the secretarial requirements of business and professional offices. Minimum dictation speed requirement: 110 wpm for five minutes. Transcription rate: 20 wpm on material dictated at 100 wpm. Prerequisite: SSC 206.
- \*SSC-209 Secretarial Procedures & Administration II** (3-2-4)  
 A continuation of the work encountered in the first course. Emphasis is placed on the student's work on individual problems and specialized work projects. Prerequisite: SSC 207.
- SSC-210 Dictation and Transcription III** (3-2-4)  
 Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation speed requirement: 120 wpm for five minutes. Transcription rate: 25 wpm on material dictated at 100 wpm. Prerequisite: SSC 208.
- SSC-271 Office Management** (3-0-3)  
 Emphasis is on building good human relationships in management. The student will be involved in role playing, group consensus problem-solving sessions and case study analysis. Prerequisite: BUS 101.
- SSC-272 Terminology** (2-0-2)  
 Designed to increase the student's total number of words in both the active and passive vocabularies. Student may elect to devote some of the study to increasing awareness in medical and legal terminology.



- \*TDM-1201 Machine Processes (3-0-12-7)**  
 This course is designed to introduce the student to the tools, instruments, machines, and methods used in the tool and die shop. Basic die-making theory will be presented as it pertains to simple piercing, blanking, and bending dies. Each student will be subjected to a series of projects requiring extreme proficiency. Prerequisite: Machine Shop graduate or equivalent.
- \*TDM-1202 Machine Processes (3-0-12-7)**  
 This course is a study of certain individual parts that go into a die assembly. Students will go into detail concerning their making, assembly, functioning and properties necessary for satisfactory service. Continued project work will point out the requirements for precise work. Prerequisite: TDM 1201.
- \*TDM-1204 Machine Processes (3-0-12-7)**  
 This course is a continuation of TDM 1202 in which students will make a detailed study of die-block construction, strippers and stock guides, shedders and knock-outs, nest gages, and pushers. Project work has advanced to the finish grinding and assembly stage requiring high quality work from the student. Prerequisite: TDM 1202.
- \*TDM-1206 Machine Processes (3-0-12-7)**  
 A study of die stops completes the study of die components as presented in this course. Stock strip utilization and strip layout will be covered. Die sets and purchased parts will be discussed. A study of die assembly, set up practices, punch press operation, and a miscellaneous group of methods is necessary to complete this course. Prerequisite: TDM 1204.
- \*TDM-1207 Special Problems and Molding (3-4-0-5)**  
 This course will be used to subject the student to various operations within local industries. Numerous field trips will be scheduled to review operations of press room equipment, molding automatic assembly and the building and maintenance of that equipment. Plastics in general, compression, transfer and injection molding will be studied including plastic terminology, blue prints and component parts. The student will operate compression and injection molding machines.
- WLD-1101 Basic Welding (1-2-0-2)**  
 Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembly and operating the welding equipment. Practice will be given for surface welding and flame cutting. Emphasis on electric arc and gas welding methods applicable to mechanical repair work. Bronze welding and silver soldering may also be covered.
- WLD-1102 Basic Welding (2-0-3-3)**  
 Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembly and operating the welding equipment. Practice will be given for surface welding and flame cutting. Emphasis on electric arc and gas welding methods applicable to mechanical repair work. Bronze welding and silver soldering may also be covered.
- WLD-1112 Mechanical Testing and Inspection (1-3-0-2)**  
 The standard methods for mechanical testing of welds. The student is introduced to various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, non-destructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.
- WLD-1120 Oxyacetylene Welding and Cutting (3-0-12-7)**  
 Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.

**WLD-1121 ARC Welding****(3-0-12-7)**

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment. Prerequisite: None.

**WLD-1122 Commercial and Industrial Practices****(3-0-9-6)**

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.

**WLD-1123 Inert Gas Welding****(1-0-3-2)**

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filled rods, process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

**WLD-1124 Pipe Welding****(3-0-12-7)**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shield metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121.

**WLD-1125 Certification Practices****(3-0-6-5)**

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.



## BOARD OF TRUSTEES

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| Dave L. Robinson, Chairman (1983) | Square D. Company                                |
| Jack E. Cox, Vice Chairman (1981) | Retired  |
| Herbert Coman (1981)              | Beacon<br>Manufacturing Company                  |
| Edwin L. Higgins (1981)           | Construction                                     |
| Elizabeth Harper (1983)           | N.C. Alcoholic Rehabilitation Center             |
| Ernest Mills (1983)               | Mills Manufacturing Company                      |
| Gordon H. Greenwood (1985)        | Member, House of Representatives                 |
| Bruce E. Mullin (1985)            | Legal Assistant,<br>Elmore and Elmore, P.A.      |
| Joe B. Roberson, D.D.S. (1985)    | Dentist  |
| W.P. Griffin (1987)               | Retired<br>Asheville City Schools Superintendent |
| Zeb R. Sheppard (1987)            | County Commissioner                              |
| Richard A. Wood, Jr. (1987)       | Attorney   |
| Student Representative            | President,<br>Student Government Association     |

# ADMINISTRATIVE OFFICES

## OFFICE OF THE PRESIDENT

- Harvey L. Haynes . . . . . President  
B.S., M.A. Ed., Western Carolina University; North Carolina State University; Appalachian State University
- Jo Ann Crompton . . . . . Secretary  
A.A.S., Asheville-Buncombe Technical College
- Joseph B. Edwards, Jr. . . . . Director of Personnel  
B.S., Berea College; M.A. Ed., Western Carolina University

## OFFICES OF INSTRUCTION

- Olin R. Wood . . . . . Vice President, Instructional Services  
B.S. Ed., M.A. Ed., Ed. S., Western Carolina University; Ed.D., North Carolina State University; University of Oklahoma; San Jose State University; Mars Hill College; IBM Education Center, Atlanta
- Brewster C. Adams . . . . . Dean, Evening Programs  
J.D., University of Alabama; University of North Alabama; The Alabama State Bar
- William L. Collins (1972) . . . . . Coordinator, Guided Studies  
B.S., Psychology, M.S. Organizational Psychology, University of Tennessee; Licensed Psychological Examiner
- Billie Dalton . . . . . Secretary
- Katie C. Davis . . . . . Coordinator, Learning Laboratory  
B.S. Longwood College; Southern Baptist Theological Seminary; Mars Hill College; Western Carolina University
- Burney Hay Gardner . . . . . Instructor, Human Resources Development  
B.S., Auburn University; M.A., Columbia Theological Seminary
- Maretta K. Hensley . . . . . Library Technical Assistant  
A.A.S., Asheville-Buncombe Technical College
- Virginia C. Kirkland . . . . . Certification-Outreach, Human Resources Development  
Blanton's Business College
- Sharon A. Kuhne (Kate Utter) . . . . . Coordinator, Audio-Visual Services  
B.A., University of North Carolina at Chapel Hill
- Peggy Kyle . . . . . Librarian  
B.A., Warren Wilson College; M.L.S., Appalachian State University; Montreat-Anderson College
- Kathryn A. Lemieux . . . . . Secretary  
A.A.S., Asheville-Buncombe Technical College
- Ilka Bowditch McDowell . . . . . Associate Coordinator, Learning Laboratory  
B.S., M.S., North Carolina A & T State University, Appalachian State University
- Shirley B. McLaughlin . . . . . Director, Learning Resources Center  
B.S. Ed., Western Carolina University; M.L.S., Ed.S., Appalachian State University; East Carolina University; Winthrop College
- Hardy H. Mapp . . . . . Outreach Worker, Human Resources Development  
B.A., University of New Hampshire
- Garnet O. Pace . . . . . Administrative Programmer/Analyst  
A.A.S., Asheville-Buncombe Technical College
- Emma K. Pate . . . . . Coordinator Crafts Program/Secretary
- Renee Reich . . . . . Instructor, Human Resources Development  
B.S., Saint Francis College, PA
- Willa Bella Rowe . . . . . Job Developer, Human Resources Development  
Blanton's Business College
- Gaylen K. Saunders . . . . . Secretary  
Cecil's Junior College



- Ray E. Sawyer . . . . . Director, Continuing Education  
B.S., Newberry College
- William G. Shetley . . . . . Director, Human Resource Development  
B.A., Mars Hill College
- Eileen Shope . . . . . Secretary
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Cecil's Business College, L.O.M.A. Management Institute
- Lowell Smith . . . . . Dean, Continuing Education  
B.S., Mathematics; M.A. Ed., Western Carolina University; Georgia Institute of Technology
- Rhonda P. West . . . . . Secretary  
A.A.S., Asheville-Buncombe Technical College
- Jean C. ~~Wurst~~ <sup>Robbins</sup> . . . . . Director, Academic Continuing Education  
B.A., Mars Hill College; M.A., University of Louisville, Wake Forest University

## OFFICE OF STUDENT SERVICES

- John W. Davis . . . . . Vice President, Student Services  
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B.A., Youngstown State University; M.A. Ed., Wake Forest University
- Mary S. Carpenter . . . . . Counselor  
B.A., Elon College; M.A. Ed., Western Carolina University; University of Indiana; University of North Carolina at Greensboro
- James Z. Drummond . . . . . Counselor Assistant  
B.S., Kansas State College; Western Carolina University
- A. Thomas Hansen . . . . . Director of Counseling  
B.S., M.A. Ed., Western Carolina University
- Paul Hensley . . . . . Veterans' Service Officer  
A.A.S., Asheville-Buncombe Technical College
- Margie O. Hill . . . . . Secretary  
Blanton's Business College
- Frances N. Johnson . . . . . Registrar  
A.A.S., Asheville-Buncombe Technical College; B.A., University of North Carolina at Asheville; M.A. Ed., Appalachian State University
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A.S., Kittrell Junior College
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- Connie B. Rice . . . . . Secretary  
A.A.S., Asheville-Buncombe Technical College

## OFFICE OF FISCAL SERVICES

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A.A.S., Asheville-Buncombe Technical College; B.S., Mars Hill College
- Marie M. Farley . . . . . Bookstore Clerk
- Bobby C. Freeman . . . . . Director, Buildings & Grounds
- Norma Fulghum . . . . . Bookstore Clerk  
A.A.S., Asheville-Buncombe Technical College
- Jessie P. Goforth . . . . . Bookkeeper  
Blanton's Business College

|   |                      |
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| Glenda W. Morrow<br>A.A.S., Asheville-Buncombe Technical College  | Accounting Clerk     |
| Iona McCurry  | Duplicating Clerk    |
| Tony E. Patterson<br>A.A.S., Asheville-Buncombe Technical College | Accounting Clerk     |
| Marie T. Pinner   | Switchboard Operator |
| Margaret A. Shope<br>Cecil's Business College                     | Accounting Clerk     |
| Charles T. Wilson   | Security Officer     |

## OFFICE OF AREA COORDINATORS

|  |  |
|--|--|
| Jay Canter<br>B.S. Ed., Appalachian State University | Area Coordinator, Hospitality Education        |
| Bob Poore<br>B.S., Western Carolina University       | Area Coordinator, Industrial Services Division |
| Lois E. Angel  | Secretary                                      |

## FACULTY

### DIVISION OF BUSINESS EDUCATION

|   |  |
|---|--|
| ★ Sara M. Morris (1963)<br>B.S. Ed., M.A. Ed., Western Carolina University; Appalachian State University; North Carolina State University   | Director, Division of Business Education |
| Albert A. Freeman (1966)<br>B.S. Ed., Appalachian State University; M.A. Ed., Western Carolina University   | Instructor, Business Administration      |
| Richard E. George (1975)<br>A.A., Mechanical Engineering, Palm Beach Junior College; B.A.S., Computer Systems Analysis, Florida Atlantic University; M.B.A., Western Carolina University; North Carolina State University   | Instructor, Electronic Data Processing   |
| Sallie P. Graves (1974)<br>B.S., Business Education, Barber-Scotia College; M.A. Ed., Western Carolina University   | Instructor, Office Education             |
| James A. Hagan (1974)<br>B.S., M.A., Appalachian State University; Licensed Real Estate Broker  | Instructor, Business Administration      |
| — Max V. Hutchins (1973)<br>B.S. Business and Economic Education, M.A., Business, Economic, and Occupational Education, Appalachian State University; C.A.G.S., Vocational and Technical Education, Virginia Polytechnic Institute and State University; Western Carolina University; North Carolina State University | Chairperson, Office Education            |
| Jewel D. McDaniel (1965)<br>A.A., Mars Hill College; B.S., Secretarial Administration, Montreat-Anderson College; Western Carolina University; Appalachian State University; North Carolina State University  | Instructor, Office Education             |
| Martha S. Marshall, C.P.A. (1975)<br>B.S.E., Henderson State College; M.B.A., University of Arkansas  | Instructor, Business Administration      |
| D. Harold Ponder (1974)<br>A.A., B.S., Mars Hill College, M.A. Ed., Ed. S., Western Carolina University; M.T.M., H.B. Maynard; Time Study, Henerson, Lindsey and Michaels; University of Tennessee  | Instructor, Business Administration      |
| — William Propest (1979) (JOE FRANKLIN)<br>Western Carolina University, Asheville-Buncombe Technical College, UNC-Asheville, IBM and Honeywell Education Centers  | Chairperson, Electronic Data Processing  |
| Ronald B. Sluder (1965)<br>B.S., Business Administration, Western Carolina University   | Instructor, Business Administration      |
| Jane G. Smith (1977)<br>B.S., Business Administration, Western Carolina University  | Instructor, Business Administration      |
| — Richard M. White (1965)<br>B.S., Business Administration, M.A. Ed., Western Carolina University   | Chairperson, Business Administration     |



## DIVISION OF ENGINEERING TECHNOLOGY

- Richard D. Croom, P.E., R.L.S. (1966) . . . . . Director, Division of Engineering Technology  
B.S.C.E., North Carolina State University; Bowling Green State University
- Maynard E. Bennett (1978) . . . . . Instructor, Electronics Technology  
A.A.S., Asheville-Buncombe Technical College; B.T. Appalachian State University
- William A. Dickinson (1969) . . . . . Chairperson, Mechanical Engineering Technology  
A.B., Engineering, Stanford University
- Kenneth W. Driver (1970) . . . . . Chairperson, Civil Engineering Technology  
B.S.C.E.C. (Construction Option), North Carolina State University
- William P. Fisher (1971) . . . . . Chairperson, Electronics Technology  
B.S.E.E., University of Tennessee
- R. Michael Holcombe (1968) . . . . . Chairperson, Drafting and Design Technology  
B.S., Industrial Management, Georgia Institute of Technology; Licensed Real Estate Broker
- Paul E. Keicher (1970) . . . . . Instructor, Drafting and Design Technology  
B.C.H.E., Syracuse University
- Carolyn H. May (1970) . . . . . Instructor, Chemical Engineering Technology  
A.B., Chemistry, University of North Carolina at Greensboro; National Science Foundation Institute
- Robert E. Morrell (1968) . . . . . Chairperson, Chemical Engineering Technology  
B.S. Ed., University of North Carolina at Chapel Hill; National Science Foundation Institute; Western Carolina University; University of North Carolina at Asheville

## DIVISION OF GENERAL EDUCATION

- Thomas E. Gaffigan (1965) . . . . . Director, Division of General Education  
B.S., Mathematics, M.A. Ed., Western Carolina University
- Rex B. Blakeney (1966) . . . . . Instructor, Electricity  
University of North Carolina at Asheville; Western Carolina University; Licensed Electrical Contractor
- William L. Collins (1972) . . . . . Instructor, English and Social Studies  
B.S. Psychology, M.S. Organizational Psychology, University of Tennessee; Licensed Psychological Examiner
- Jo Marguerite Graybeal (1972) . . . . . Instructor, English and Social Studies  
A.B. English, M.A. English, Baylor University; Ed. S., Western Carolina University
- Hamilton H. Gregory (1979) . . . . . Instructor, English and Social Studies  
B.A., University of Tennessee at Chattanooga; M Ed., University of Texas at El Paso
- Ralph H. Leonard, Jr. (1978) . . . . . Instructor, Biology  
B.S., M.A., Appalachian State University
- Celia H. Miles (1971) . . . . . Chairperson, Department of English and Social Studies  
B.A., Berea College; M.A., University of North Carolina at Chapel Hill; Indiana University of Pennsylvania
- Faye P. Muse (1973) . . . . . Instructor, Mathematics  
B.A. Mathematics, University of North Carolina at Asheville; M.A. Education, Western Carolina University
- Joyce J. Parris (1973) . . . . . Instructor, English and Social Studies  
A.B., University of Georgia; M.A. Ed., Western Carolina University
- Ellen Honts Price (1973) . . . . . Instructor, English and Social Studies  
B.A. Sociology, Westhampton College of the University of Richmond; Mars Hill College
- James H. Rhea (1965) . . . . . Chairperson, Physical Education; Director of Athletics; Instructor, Drafting and Design Technology  
B.S. Ed., North Carolina State University; M.A. Ed., Western Carolina University
- Toby R. Shook (1966) . . . . . Chairperson, Department of Mathematics  
B.A., Berea College; Western Carolina University
- Bernard C. Smith (1969) . . . . . Chairperson, Department of Science  
B.S., Clemson University; M.A. Ed., University of North Carolina at Chapel Hill
- David L. Warren (1978) . . . . . Chairperson, Department of Criminal Justice  
A.A. Police Science, Davidson County Community College; B.A. Criminal Justice, Pfeiffer College; M.A., Criminal Justice Education, University of South Carolina

- Maxie B. Welch (1968) . . . . . Instructor, English and Social Studies  
B.S., East Carolina University; M.A. Ed., University of Virginia
- Laurie S. Wilkie (1979) . . . . . Instructor, Mathematics and Physics  
B.S. Physics, University of North Carolina at Wilmington

## DIVISION OF ALLIED HEALTH EDUCATION

- David F. Wolfe (1968) . . . . . Director, Division of Allied Health Education  
B.S. Ed., M.A. Ed., Western Carolina University
- Irma R. Allison, R.N. (1978) . . . . . Instructor, Nursing  
University Hospital, Birmingham, AL; B.S., Mars Hill College
- Dorothy S. Aycock, R.N. (1970) . . . . . Instructor, Nursing  
B.S. Nursing, Berea College; M.Ed., University of North Carolina at Chapel Hill
- Metta Buckner, R.N. (1971) . . . . . Instructor, Nursing  
Memorial Mission Hospital School of Nursing; B.S., Mars Hill College
- Doris K. Cunningham, C.D.A. (1972) . . . . . Instructor, Dental Auxiliary Programs  
University of North Carolina at Chapel Hill
- Kathryn P. Daughton, R.N. (1970) . . . . . Chairperson, Department of Nursing  
B.S. Nursing, College of Mount St. Vincent; M.A.Ed., Western Carolina University
- Henry B. Dawkins, R.T. (1971) . . . . . Chairperson, Radiologic Technology  
Memorial Mission Hospital School of Radiologic Technology; B.S., X-Ray Technology, Mars Hill College
- Maxine Deweese, R.T. (1973) . . . . . Instructor, Radiologic Technology
- Ann C. Evans, C.D.A. (1972) . . . . . Instructor, Dental Auxiliary Programs  
University of North Carolina at Chapel Hill
- Jo Ann Holderman, R.N. (1968) . . . . . Instructor, Nursing  
Memorial Mission Hospital School of Nursing; Asheville-Biltmore College; Western Carolina University
- Harriet Betsy Krickhan, R.N. (1974) . . . . . Instructor, Nursing  
B.S. Nursing, Marquette University College of Nursing
- Estelle Nowicki, R.N. (1971) . . . . . Instructor, Nursing  
Marquette University College of Nursing; B.A., Sociology, Mount Mary College; St. Louis University
- Patricia Patton, M.T. (1978) . . . . . Instructor, Medical Laboratory Technology  
B.S., Medical Laboratory Technology, University of North Carolina at Chapel Hill
- Joyce Robertson, R.N. (1967) . . . . . Instructor, Nursing  
B.S. Nursing, Berea College
- Eilleen F. Rowe, R.N. (1975) . . . . . Instructor, Nursing  
Georgia Baptist School of Nursing; B.S., Mars Hill College
- Bonnie Sayler, R.N. (1976) . . . . . Instructor, Nursing  
B.S. Nursing, Columbia Union College; M.P.H., Loma Linda University
- Sherry Morrow Shields, R.D.H. (1973) . . . . . Instructor, Dental Auxiliary Programs  
Central Piedmont Community College; B.S., University of North Carolina at Chapel Hill
- M. Jean Stines, R.D.H. (1972) . . . . . Instructor, Dental Auxiliary Programs  
University of Tennessee; B.S., Mars Hill College
- Shaun Riley Tate, R.D.H. (1978) . . . . . Instructor, Dental Auxiliary Programs  
Wake Forest University; B.S., East Tennessee State University
- Kurt H. Truax, D.D.S. (1976) . . . . . Chairperson, Dental Auxiliary Programs  
B.A., University of Iowa; D.D.S., University of Iowa
- Laura S. West, M.T. (1970) . . . . . Chairperson, Medical Laboratory Technology  
B.S., Medical Technology, Western Carolina University



## DIVISION OF HOSPITALITY EDUCATION

- Frederick Johnsson (1968) ..... Director, Division of Hospitality Education  
B.S., Florida State University
- Jordan Maynard (1979) ..... Instructor, Hotel and Restaurant Management  
B.S. Business Administration, Stetson University.
- Jeff P. Myron (1975) ..... Chairperson, Hotel and Restaurant Management  
A.A.S., Asheville-Buncombe Technical College; Appalachian State University
- Robert G. Werth, C.E.C., C.C.E., Chef De Cuisine (1968) ..... Chairperson,  
Culinary Technology  
Apprenticeship, Hilton Hotels; New York University; Fellow to the American Academy of Chefs

## DIVISION OF VOCATIONAL-INDUSTRIAL EDUCATION

- Stans C. Sluder (1961) ..... Director, Division of Vocational-Industrial Education  
Blanton's Business College; Hobart Welding School; North Carolina State University
- Clarence F. Allison, Jr. (1978) ..... Chairperson, Tool and Die Making  
Asheville-Buncombe Technical College; Square D Tool and Die Apprenticeship
- Nolan B. Darnell (1978) ..... Instructor, Building Construction  
B.S., Industrial Arts, Southern Missionary College
- W.J. Davis (1966) ..... Instructor, Machine Shop  
A.A.S., Asheville-Buncombe Technical College; B.S. Industrial Technology, Western Carolina University
- Billy W. Haney (1974) ..... Instructor, Automotive Mechanics  
Asheville-Buncombe Technical College; Chrysler Motors Training Center
- Robert H. Israel (1962) ..... Chairperson, Diesel Engines and Hydraulic Systems  
General Motors Diesel Technical School; North Carolina State University
- Charles F. Noblitt (1961) ..... Chairperson, Automotive Mechanics  
North Carolina State University
- Robert L. Parker (1964) ..... Chairperson, Air Conditioning and Refrigeration  
Chicago Technical College; North Carolina State University; Licensed Refrigeration Contractor
- Robert Swan (1962) ..... Chairperson, Machine Shop  
North Carolina State University
- Leslie F. Walker (1977) ..... Chairperson, Building Construction  
Southern Missionary College; N.C. Licensed Building Contractor



